

## **Area Field Representative, Food and Nutrition Services**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under direction from the Director of Food and Nutrition Services, the Area Field Representative is responsible for food service operations in an assigned geographical area. This position plans and coordinates operations to ensure nutritionally, educationally, and financially sound school food and nutrition service programs.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Instruct managers and cafeteria staff in all aspects of the food and nutrition service program.
- Determine compliance with the federal food program requirements, with free and reduced-price meal procedures and with civil rights regulations.
- Interpret and implement policies and procedures for countywide operation of school food and nutrition service.
- Conduct, review, and make reports.
- Plan and conduct training programs.
- Plan and evaluate menus for use in all programs.
- Screen and process food orders.
- Oversee inventory control.
- Plan and oversee catering events.
- Evaluate cafeteria and satellite managers' performance.
- Maintain liaison with principals.
- Respond to inquiries from community, staff, and student groups.
- Analyze menus for nutrient content.
- Prepare and review work schedules.
- Evaluate and make recommendations for the selection of foods.
- Advise and maintain control of equipment maintenance and repairs.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal, communication, and critical thinking skills.
- Knowledge of basic nutrition, food science, and health.
- Knowledge of food preparation or nutrition services.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Applicants must meet the criteria in ONE of the rows below to be considered for the vacancy.

High school diploma (or equivalent).	Ten (10) years of supervisory experience in a large food service operation.
Associate degree from an accredited college or university in food and nutrition, dietetics, institutional food service management, or a related field with appropriate courses in dietetics, nutrition, food service management, and business.	Eight (8) years of supervisory experience in a large food service operation.
Bachelor's degree or higher from an accredited college or university in food and nutrition, dietetics, institutional food service management, or a related field with appropriate courses in dietetics, nutrition, food service management, and business.	Six (6) years of supervisory experience in a large food service operation.

**Certification:**

- Completion of the Maryland Certificate for the "Applied Food Service Sanitation Management" course within six (6) months of employment.

**PREFERRED QUALIFICATIONS**

- One (1) year of supervisory experience in a school system food service program.
- Registered Dietitian with the American Dietitian Association.
- Proficiency with the Nutritionist N or Nutri-Kids software program for nutrient analysis of menus.

**SPECIAL REQUIREMENTS**

- Availability to work evenings and/or weekends for catering events.
- Ability to provide his/her own transportation for off-site meetings and events.

**SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA) Non-Certificated Supervisory (NCS) employee bargaining unit. The starting salary range for this position is in the Assistant Manager and Specialist lane and will be \$96,000 - \$129,109. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, and transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.