



# POSITION VACANCY NOTICE

This is a position-specific recruitment for the Frederick Campus of the Maryland School for the Deaf. The resulting eligible list will be used for this position or function only. Persons interested in future vacancies in the Food Service Supervisor I classification must reapply when responding to other announcements.

Department of Personnel, 101 Clarke Pl., P. O. Box 250, Frederick, MD 21705 301.360.2008

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- CLOSING DATE:** MARCH 12, 2010
- POSITION:** Food Service Supervisor I – (Frederick Campus)  
Announcement Number 09-1038-913 (Please list the job title & announcement number on your application.)
- POSITION DUTIES:** This is the supervisory level of work in the food service operations of the Frederick campus of the Maryland School for the Deaf; this position is responsible for the production and service of nutritious meals in accordance with prescribed procedures and applicable health and sanitation regulations and standards; supervises food service staff; oversees store room operations, supervises proper closing procedures and secures department after dinners hours; monitors production records and daily student rosters; participates in scheduled meetings and in-service trainings and performs other related duties as required by the Food Service Administrator.
- MINIMUM QUALIFICATIONS:** Education: Graduation from an accredited high school or possession of a high school equivalency certificate.  
Experience: Two years of experience in food production or service for a large scale food service operation.  
Notes: (1) Additional experience as described above may be substituted on a year-for-year basis for the required high school education. (2) Additional education in the area of food service management, nutritional care, institutional administration or related area may be substituted on a year-for-year basis for up to two years of the required experience.
- LIMITATIONS:** Limited to those candidates available to work on the Frederick campus of the Maryland School for the Deaf.  
Employees must apply to the Maryland State Police and pass a criminal background investigation at their own expense, when hired (Maryland Code, Family Law Article I, Sections 5-560 – 5-568).
- SALARY:** **FY 2010 REDUCED SALARY SCHEDULE EFFECTIVE 9/23/2009**  
Grade 7 (\$899.07 Biweekly - \$1,145.86 Biweekly – 10 month school year position)
- SELECTION PROCESS:** Only applicants who meet the minimum qualifications of the position will be considered for this opportunity. It is essential that full and accurate information be submitted on your application. Provide evidence of your education qualifications by submitting a copy of your diploma and food service/nutritional care/institutional administration or related course work along with your completed application. Successful candidates will be placed on the employment eligibility list categorized as Best Qualified, Better Qualified, or Qualified. The list will be valid for one year.
- TO APPLY:** You must return your completed Maryland State (MS-100) application and supporting documentation by 4:30 p.m. on March 12, 2010 to the address listed below. The application can be downloaded at [www.dbm.maryland.gov](http://www.dbm.maryland.gov) or you may contact Kay Spriggs at 301-360-2008 for assistance.

Maryland School for the Deaf  
Office of Personnel Services  
Post Office Box 250, 101 Clarke Place  
Frederick, Maryland 21705-0250

PROJECT # 10-1038-913

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**Maryland School for the Deaf does not discriminate on the basis of age, ancestry, color, creed, marital status, mental or physical disability, national origin, political affiliation, belief or opinion, sex or sexual orientation in matters affecting programs, activities, or employment practices.**