



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Food Service Assistant Manager – Class FSA		
Location:	District	Start Date:	August 1, 2026
Salary Range/ Level:	As per the salary schedule contained in the WESPA Master Agreement Class FSA \$18.78 - \$20.80 per hour	Terms of Employment	School Year – 6 hrs daily 9:00 am – 3:00 pm Mon - Friday
Date Posted:	February 11, 2026	Application Deadline:	March 4, 2026 @ 4 pm
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS REQUIRED. (See application instructions at Food Service Assistant Manager FSA District 2026)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Manage and Process free and reduced forms/CEP Forms
- Answer phones /emails
- Manage PowerSchool
- Check production sheets for accuracy
- Update SOP books for each school yearly
- Edit menus for accuracy
- Work with Meal Magic program on student accounts
- Take calls to assist all employees
- Fill in as needed/work all stations/all schools
- Help keep staff on task
- Make sure staff is following guidelines and health department rules

- Help organize allergies
- Assist secretaries and staff with information they need
- Help keep files up to date and organized
- Create production sheets
- Create signage
- Help with promotions
- Work on Nutrition analysis program
- Create forms as needed
- Work with programs as needed
- Work well with all employees/personalities
- Good communication skills
- Able to be serve safe certified
- Learn all USDA guidelines and state regulations pertaining to school meals
- Learn how to place all orders
- Civil Rights compliant
- Able to be supportive of program and willing to promote
- Able to work side by side with Food Service director
- Regular and on-time attendance is required.
- Other duties as assigned.

This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.

QUALIFICATIONS

Education and Experience:

1. High School Diploma or equivalent.
2. Working knowledge of Federal School Lunch Program and local health department regulations
3. Must possess a Michigan driver's license and have reliable transportation to travel to all school buildings as assigned.
4. Willingness to obtain required training for Food Service programs including allergy training.

Preferred Qualifications:

1. Experience in ordering and distributing stock
2. Experience in record keeping and money handling
3. Good phone, interpersonal and communication skills

Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.