

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Food Service Class FS2 – East Intermediate Kitchen Lead		
Location:	East Intermediate	Start Date:	December 15, 2025
Salary Range/Level:	As per the salary schedule contained in the WESPA Master Agreement \$15.87 - \$17.86	Terms of Employment	2025-26 School Year Work Calendar
Date Posted:	November 7, 2025	Application Deadline:	November 23, 2025
All Applicants	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. See application instructions at: Food Service FS2 East Kitchen Lead Nov 2025 Resume and cover letter may be: • 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:

- Take and enforce necessary steps to comply with health, safety and sanitation regulations for adequate protection of cafeteria staff and customers.
- Supervise the production of meals served.
- Account and verify all deliveries to the kitchen (this includes the proper rotation using FIFO and putting deliveries away).
- Fill production forms for associated areas.
- Fill GFS and Coke orders.
- Oversee part-time employees as needed.
- Assist other team members as needed.
- Able to cashier where needed and make deposits.
- Stock all lines as needed.
- Make sure all storerooms, freezer, coolers are maintained in clean order.
- Willing to step in all areas as needed.
- Help manage POS reports.
- Willing to serve customers in a friendly manner.
- Willing to help co-workers in a friendly pleasant manner.

- Able to produce and serve all meals as needed in a timely manner.
- Responsible for doing dishes, washing tables and sanitizing areas as needed.
- Maintaining clean equipment and notifying management when something is not working properly.
- Assist in making sure students/staff with special requirements are attended to.
- Work with Health and state department as needed.
- Able to prepare, serve, cashier and document all breakfast service.
- Deliver correspondence to Food Service Director/Assistant Manager.
- Other duties as assigned.

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 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.

Preceding data are intended to convey information essential to making fair pay decisions about the job, and are not exhaustive lists of skills, efforts, duties, responsibilities or working conditions associated with it.

Notice of 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.