

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Food Service Kitchen Helper FS3 – 3 hours per day		
Location:	High School	Start Date:	Immediate
Salary Range/Level:	\$15.80 start, \$17.03 starting 4th month - As per the salary schedule contained in the WESPA Master Agreement	Terms of Employment	2026-27 School Year Student Attendance Days
Date Posted:	October 28, 2026	Application Deadline:	Until Filled
ALL Applicants:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . See application instructions at: 2026-27 FS3 Food Service Helper HS Oct 2026 Resume and cover letter may be: <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			
<u>JOB SUMMARY</u> The Food Service Floater shall be trained in all areas of food service operations. Under the direction of the Food Services Director, this position may be assigned to fill daily absences or job vacancies and may be required to assist in the daily management and operations of the department.			
<u>ESSENTIAL JOB FUNCTIONS</u> <i>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:</i> <ul style="list-style-type: none">• 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• Summary: Maintain a healthy, positive environment for our students and staff.• Supervision of students while in cafeteria and serving lines• Supervise students outside and inside while maintaining their safety• Assist other team members as needed by creating a positive and friendly environment.• Willing to help in all areas as needed• Responsible for doing dishes, washing tables and chairs while keeping a clean and sanitary environment• Willing to help serve customers in a pleasant and welcoming environment			

- Assist in making sure students/staff with special requirements needs are fulfilled
- Communicating in a clear pleasant manner with coworkers
- Other duties as assigned

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.

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.

Qualifications:

- Willingness to assume responsibility
- Knowledge of proper channels of communication
- A good knowledge of health, safety and sanitation regulations
- A knowledge of requirements of Federal School Lunch Programs
- Ability to communicate clearly and concisely orally and written
- Ability to perform duties with awareness of all district requirements and policies

Preferred Qualifications:

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

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.