

## WAVERLY COMMUNITY SCHOOLS

### Position Announcement

<b>Job Title:</b>	<b>Food Service Kitchen Helper – 3 hours per day</b>		
<b>Location:</b>	Winans Ele & Elmwood Ele	<b>Start Date:</b>	August 2025
<b>Salary Range/Level:</b>	\$14.15 start, \$15.38 starting 4th month - As per the salary schedule contained in the WESPA Master Agreement	<b>Terms of Employment</b>	Student Attendance Days <b>3 HRS PER DAY</b>
<b>Date Posted:</b>	July 2, 2025	<b>Application Deadline:</b>	Until Filled
<b>ALL Applicants:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. See application instructions at:  <a href="#">FS3 Food Service Kitchen Helper Winans &amp; Elmwood 2025-26</a></p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>Attached within the online application (preferred)</li> <li>Faxed: (517) 321-8577</li> <li>Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		
<b>Job Description</b>			
<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>Willingness to assume responsibility</li> <li>Knowledge of proper channels of communication</li> <li>A good knowledge of health, safety and sanitation regulations</li> <li>A knowledge of requirements of Federal School Lunch Programs</li> <li>Ability to communicate clearly and concisely orally and written</li> <li>Ability to perform duties with awareness of all district requirements and policies</li> </ul> <p><b><u>Performance Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Establish and maintain effective working relationships with students, staff and the school community</li> <li>Ability to demonstrate respect, honesty and caring when interacting with staff, students and community members</li> <li>Other duties as assigned</li> </ul> <p>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.</p>			
<b>Notice of Non-discrimination</b>			
<p>It is the policy of Waverly Community Schools not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 515 Snow Rd., Lansing, MI 48917, or phone 517-321-7265</p>			