

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	FS3 Food Service Helper		
Location:	Colt ECEC	Start Date:	August 2026
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	Student Attendance Days 3 HRS PER DAY
Date Posted:	May 27, 2026	Application Deadline:	Until Filled
ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS REQUIRED. See application instructions at: 2026-27 FS3 Food Service Lunch Helper Colt</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			
<u>ESSENTIAL JOB FUNCTIONS</u>			
<p><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></p> <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 • 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 <p>Education and Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or equivalent required. • Experience working with children preferred. 			

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 position, the employee is required to stand for long periods of time, walk distances, Use of hands, fingers, reach, stretch, stoop, kneel, crouch, bend several times within short periods, balance, communicate, talk, listen, work in loud environment, close vision, distance vision, ability to adjust and focus. Be present. Ability to move quickly and agile to assist students in all situations. Work in all Michigan temperatures and weather conditions. Work with sanitation products and hair restraints. Able to stand on hard surfaces for long periods of time

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. Able to respond quickly and adequately to emergency situations

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.