

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Food Service Bakery Department Lead		
Location:	High School	Start Date:	August 2024
Salary Range/Level:	Class FS1 – In accordance with current WESPA Master Agreement \$15.38 - \$17.40	Terms of Employment	School Days
Date Posted:	July 18, 2024	Application Deadline:	Until Filled
ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. See application instructions at: Food Service FS1 Bakery Dept Lead High School 2024-25</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"> • Breakfast- cashier or serve hot breakfast • Prepare ordered staff meals by 9:00 am and ship out to outer buildings • Mark and Send out any fruits or vegetables to outer buildings by 9:00 am as needed 4- Prepare all 'To Go' meals for the high school (subs, wraps, salads) • Prepare all food bars for the High School • Clean and Prep all Fruits and Vegetable (clean) for High School use 7- Cashier or serve as needed • After line goes down break away and do dishes after each lunch shift • Restock food bars as needed between lunches • Assist in taking down food bar and clean and sanitize line • Restock condiments • Production Report Complete Salad/To Go Meals daily 13- Order GFS fruits, vegetables, chips/shells for taco line 14- Put away GFS orders using the First in First Out {FIFO} 			

- Responsible for keeping storerooms, coolers, freezers in a clean organized and timely manner
- Clean and sanitize Salad room and keep it well maintained
- Restock Beverage Coolers as needed
- Restock Chips as needed
- Start food prep for the next day
- Check the TO DO List when all your tasks are completed
- 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.