

Part-Time Food Service Assistant Cook/Meal Checker - Class 3A

LOCATION: Chain Exploration Center

STARTING DATE: September 3, 2024

WAGE: Starting from \$13.91 per hour

JOB DESCRIPTION: The School District of Waupaca is seeking a part-time Food Service Assistant Cook/Meal Checker at Chain Exploration Center.

JOB GOALS: To ensure the smooth and efficient operation of the Food Service Department for the ultimate health, comfort and benefit of the students and staff.

RESPONSIBILITIES INCLUDE:

1. Follows approved cleaning and safety practices to ensure that sanitary and safe conditions are maintained. Assists in the completion of the Monthly Cleaning Duty Schedule.
2. Follows Food Safety Standards when preparing menu items; follows standardized recipes to maintain food quality, taste and appearance within the scheduled time frame.
3. Assists in the completion of the production records.
4. Assists in ordering appropriate amounts of food and supplies, stores, and uses supplies appropriately.
5. Maintains equipment used in a clean working condition. Reports requests for equipment repairs or replacement.
6. Maintains the required hours of Professional Standards for School Nutrition Professionals.
7. Assists with bag lunches for field trips and other school related student events.
8. Follows District and Department Policies and Procedures and daily work schedule.
9. Demonstrates knowledge of USDA regulations. Follows the Meal Pattern requirements.
10. Assists in Food Service promotions.
11. Performs money collection, daily deposit forms, and meal checking duties as assigned.
12. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Director may assign.

QUALIFICATIONS REQUIRED:

1. Minimum high school diploma or equivalent.
2. Previous food service experience preferred.
3. Serve Safe Certificate.
4. Ability to lift 15-65 pounds, withstand a wide range of temperatures, stand and walk on hard floors 90% of the time, and be able to work with chemical agents.
5. Ability to work with various school personnel, students, and the public.
6. Ability to perform math computations, communicate effectively, and keep accurate records.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

WORK SCHEDULE: The work day shall be established by the Director but shall not exceed 5.75 hours per day. Hours are 7:15 am-1:00 pm Monday through Friday during the school year only.

The School District of Waupaca Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Sec. 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

To learn more about the School District of Waupaca, please visit the Employment Opportunities section of our website: <https://www.waupaca.k12.wi.us/district/employment-opportunities.cfm>

APPLICATION PROCESS:

Please complete a School District of Waupaca [Support Staff Application](https://www.waupaca.k12.wi.us/district/employment-opportunities.cfm) which is available on the District's Website (<https://www.waupaca.k12.wi.us/district/employment-opportunities.cfm>) or at the District Office. Submit completed application and resume (and letters of recommendation, if available) to:

School District of Waupaca
ATTN: Human Resources
E2325 King Road
Waupaca, WI 54981