

# **SCHOOL DISTRICT OF WAUPACA** **EMPLOYMENT OPPORTUNITY**

The School District of Waupaca is currently accepting applications for the position of:

## **Food Service Assistant / Meal Checker Class 3A**

**LOCATION:** Waupaca Middle School

**STARTING DATE:** As soon as possible

**WAGE:** District Wage Schedule

**JOB DESCRIPTION:** 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. Follows Food Safety Standards when preparing menu items; follows standardized recipes to maintain food quality, taste and appearance within the scheduled time frame. Assists in the completion of the production records. Assists in ordering appropriate amounts of food and supplies, stores, and uses supplies appropriately. Maintains equipment used in a clean working condition. Reports requests for equipment repairs or replacement. Maintains the required hours of Professional Standards for School Nutrition Professionals. Assists with bag lunches for field trips and other school related student events. Follows District and Department Policies and Procedures and daily work schedule. Demonstrates knowledge of USDA regulations. Follows the Meal Pattern requirements. Assists in Food Service promotions. Performs money collection, daily deposit forms, and meal checking duties as assigned. Performs other tasks and assumes other responsibilities within the overall scope of the position which the Director may assign.

**QUALIFICATIONS:** High school diploma or equivalent. Previous food service experience preferred. Serve Safe Certificate. 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. Ability to work with various school personnel, students, and the public. Ability to perform math computations, communicate effectively, and keep accurate records. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**APPLICATION DEADLINE:** Until filled

**APPLICATION PROCESS:**

Any current employee interested in applying for this position must submit a letter of interest and resume by the application deadline to:

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

Anyone not currently a District employee must complete a School District of Waupaca Support Staff Application which is available on the District's Website or at the District Office ([https://www.waupaca.k12.wi.us/cms\\_files/resources/SupportStaffApplication.pdf](https://www.waupaca.k12.wi.us/cms_files/resources/SupportStaffApplication.pdf)).

Submit completed application, resume, and letters of recommendation, if available, to:

School District of Waupaca  
ATTN: Human Resources  
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Waupaca, WI 54981

*The School District of Waupaca is an Equal Opportunity Employer*