

# WATERTOWN UNIFIED SCHOOL DISTRICT

## Vacancy Notice

### NUTRITION SERVICES - ELEMENTARY LUNCH SERVER

**LOCATION:** Douglas Elementary School

**DAYS:** Monday – Friday on days school is in session

**HOURS:** 10:00 am – 1:30 pm; 3.5 hours per day; 17.5 hours per week

**PAY RATE:** Category A, Level 1; \$12.37 per hour (2018-19 Salary Yet to Be Determined)

**QUALIFICATIONS:**

- HS Diploma or GED
- Possess time management and organizational skills
- Must be able to accept direction and work independently
- Working daily and being on time is required
- Has knowledge of use and care of food service equipment
- Must be accurate, neat, organized and attentive to detail
- Must be able to lift 40-50 lb. frequently
- Completion of *ServSafe* course required
- Able to establish and maintain effective working relationships with co-workers and food service customers in a team environment
- Must take pride in serving the students in a positive manner

**RESPONSIBILITIES:**

- Perform routine food service tasks following School Food Safety Program [SFSP] Standard Operating Procedures [SOPs].
- Understands what a “reimbursable” meal consists of and what “offer vs. serve” means for both breakfast and lunch.
- Plan for and prepare menu items following SOPs and standardized recipes. For entrees that are to be served at a specific temperature, temperature will be recorded on the breakfast & lunch production records.
- Change menu boards.
- Turn on ovens, hot holding units and dish machine (if applicable) as needed.
- Fill dish machine and four compartment sink (if applicable).
- Set up serving line.
- Prepare fresh fruit and vegetables (wash, cut, portion).
- Prepare sub sandwiches.
- Prepare instant mashed potatoes and rice (if applicable).
- Serve food components using portions stated on daily production record.
- Enter meal transactions (POS computer) if assigned.
- Clear serving line and properly store or dispose of leftovers.
- Wash dishes and store in proper areas.
- Shut down and clean dish machine daily. Sanitize surrounding area.
- Clean and sanitize serving line, work areas, sinks and cafeteria tables.
- Record dish machine, hot/cold holding units, freezer, milk cooler and cooler temperatures on temperature log sheets.
- Empty milk coolers, wash and sanitize inside once a week. Wash and dry outside of milk coolers daily.
- Order product needed using the order sheets provided.
- Complete breakfast & lunch production records entering amounts prepared, leftover and used.
- Any other duties as assigned by supervisor to assist co-workers in accomplishing our mission.

**APPLY BEFORE:** As Soon as Possible – Applications will be reviewed upon receipt.

**DISTRICT CONTACT:** Sarah Miller, Human Resources Administrative Assistant  
Watertown Unified School District, 111 Dodge Street, Watertown, WI 53094  
920-262-1460, millers@watertown.k12.wi.us

**Current WUSD Employees:** Apply by submitting a letter of interest/resume.

**Non-Employees:** Apply electronically on Wisconsin Education Career Access Network (WECAN)

[\(https://wecan.education.wisc.edu/#/\)](https://wecan.education.wisc.edu/#/)