

# WATERTOWN UNIFIED SCHOOL DISTRICT

## Vacancy Notice

### NUTRITION SERVICES - ELEMENTARY LUNCH SERVER

**LOCATION:** Lincoln Elementary School

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

**HOURS:** 9:30 am – 1:00 pm; 3.5 hours per day; 17.5 hours per week

**PAY RATE:** \$11.98 per hour (2017-18 Salary Yet to Be Determined)

**START DATE:** September 5, 2017

**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 able to lift 40-50 lb. frequently
- Completion of *ServSafe* course is 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 “qualified” 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 production or daily transport sheets.
- Turn on ovens, hot holding units and dish machine (if applicable) as needed.
- Fill compartment sinks as needed (if applicable).
- Set up serving line.
- Serve food components using portion control stated on transport sheet or daily production record.
- Clear serving line and properly store or dispose of leftovers.
- Wash dishes and store in proper areas.
- Clean and sanitize serving line, work areas, sinks and cafeteria tables.
- On Friday and before breaks, lunch servers should empty milk coolers, wash and sanitize inside and outside of units.
- Order product needed using the order sheets provided.
- Complete breakfast production record and daily transport sheets listing amounts prepared, leftover and used. Breakfast production sheets are to be turned in to the production manager at the end of each month.
- Fold up cafeteria tables after breakfast and lunch if required.
- Any other duties as assigned by supervisor to assist co-workers in accomplishing our mission.

**APPLY BEFORE:** May 26, 2017

**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/#/)

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