

WATERTOWN UNIFIED SCHOOL DISTRICT

Vacancy Notice

NUTRITION SERVICES – GENERAL ASSISTANT

JOB LOCATION: Watertown High School

DAYS: Monday – Friday on days school is in session (August – June)

HOURS: 10:30 am – 2:30 pm (4 hours per day)

PAY RATE: \$12.50 per hour (Category B – Grade 1)

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 customers
- Must take pride in serving the students in a positive manner

RESPONSIBILITIES:

- Perform routine food service tasks following School Food Safety Program [SFSP] and Standard Operating Procedures [SOPs].
- Understands what a “reimbursable” meal consists of and what “offer vs. serve” means.
- Change menu boards.
- Fill dish machine and four compartment sink.
- Set up serving line and condiment stations.
- Prepare (wash, portion) fresh fruit and canned fruit.
- Serve food components using portions stated on daily production record.
- Enter meal transactions (POS computer).
- Clear serving line and properly store or dispose of leftovers and record on production record.
- Wash dishes and store in proper area.
- Clean and sanitize serving line, work areas, sinks and cafeteria tables.
- Record/log dish machine, hot/cold holding units, freezer, milk cooler and cooler temperatures.
- Empty milk coolers, wash and sanitize inside once a week. Wash and dry outside of milk coolers daily.
- Shut down and clean dish machine daily. Sanitize surrounding area.
- Log dishwashing chemicals used; order more as needed.
- Order product needed using the order sheet provided.
- Any other responsibilities as assigned by production manager and/or supervisor OR to assist co-workers in accomplishing our mission.

APPLY BY: **Immediately....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.

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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