



Rock Island-Milan School District 41

JOB DESCRIPTION

General Helper – Part-Time

POSITION INFORMATION:

POSITION TITLE	General Helper – Part-Time
DATE CREATED/AMENDED	December 26, 2024
DEPARTMENT	Nutrition Services
LOCATION	District Building
FULL-TIME/PART-TIME	Part-Time – (7:30-8:30) (10:30-12:30)
APPOINTMENT TERM	176/Days
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Nutrition Kitchen Manager
OTHER INFORMATION	\$15.86 per hour

POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position Summary:

Under the direction of the Kitchen Manager, Provide safe and consistent cafeteria support to students during Breakfast and lunch.

Essential Functions and Responsibilities:

- Wipe down tables
- Setup condiments and non-food supplies
- Support the kitchen with the inventory of condiments and food supplies
- Provides support to groups and individual students in an instructional setting without constant teacher oversight; works in a team situation.

- Support supervisors during lunch and breakfast.
- Must be reliable in attendance and execution of duties.
- Ability to direct and respond appropriately to students.
- Ability to exercise tact, patience, kindness, and positive attitude with all students, staff, and visitors.
- Ability to stand for the entire scheduled shift.

Required Education:

High School diploma or General Education Degree (GED or equivalent combination of education and experience.

Certifications Licenses:

N/A

Required Experience/Qualifications:

One to three months of related experience and/or training

Required Knowledge, Skills, and Abilities

- Ability to exercise tact, patience, kindness, and positive attitude with all students and staff.
- Ability to stand for the entire shift.
- Ability to understand and operate a variety of kitchen tools and appliances.
- Capability to organize time and stay on schedule.
- Demonstrates the ability to support co-workers and work cooperatively.

Physical Demands:

While performing the duties of this job, the employee is required to stand for long periods, walk, use hands to finger, handle, or feel, reach with hands and arms, talk, hear, taste, and smell, and occasionally sit and stoop, kneel, crouch, or crawl.

Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to hot, wet, and/or humid conditions. The noise level is usually moderate.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Supervisor/Manager Signature

Date

Employee Signature

Date