



Rock Island-Milan School District 41

JOB DESCRIPTION

Nutrition Service General Helper

POSITION INFORMATION:

POSITION TITLE	General Helper
DATE CREATED/AMENDED	December 26, 2024/February 2026
DEPARTMENT	Nutrition Services
LOCATION	Assigned Building
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	176/Days 10 months
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Nutrition Kitchen Manager
OTHER INFORMATION	AFSCME Bargaining Unit \$17.03-\$20.92

*Note: This position will receive an additional .25 per hour for holding a sanitation managerial certification.

POSITION SUMMARY INFORMATION:

Under the direction of the Kitchen Manager, prodigy smooth and efficient operation of the school kitchen and cafeteria and to provide each child with highly nutritious food in an atmosphere of cleanliness, positivity, and caring.

Functions and Responsibilities:

Cooperates and follows directions and instructions from the Kitchen Manager.

- Understands the requirements for a reimbursable breakfast and lunch while implementing offer versus serve
- Support the kitchen with the inventory of daily supplies.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Understands portion sizes, proper serving utensils, and condiments for daily menu.
- Complies with district sanitation standards.
- Assists in the daily cleaning of the kitchen, service area, and cafeteria.
- Helps put food and supplies away
- Operates equipment safely.

- Other duties as assigned by the Kitchen Manager.
- Supports the Rock Island-Milan School District #41 and imparts a positive image of the District within the schools and community

Required Education:

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

Certifications Licenses:

Food Handler Certification

Required Experience/Qualifications:

Prior experience in food service is preferred

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.
- Positive interpersonal and communication skills

Preferred Qualifications:

- Prior experience in food service is preferred
- Experience with batch cooking.
- Experience formulating recipes.

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date