Rock Island-Milan School District 41

JOB DESCRIPTION

General Helper – Part-Time
(Dishwasher, Server)

POSITION INFORMATION:

POSITION TITLE	General Helper – Part-Time
DATE CREATED/AMENDED	December 26, 2024/April 27, 2026
DEPARTMENT	Nutrition Services
LOCATION	District Schools
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

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

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 with 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 stand for the entire shift
- Ability to understand and operate a variety of kitchen tools
- Capability to organize time and stay on schedule
- Demonstrate ability to support co-workers and work cooperatively
- Ability to stand for the entire shift

Physical Demands/Work Environment:
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 and hear; and taste and smell. The employee is occasionally required to 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.

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/Manager Signature *Date*

_____ _____

Employee Signature *Date*