

Student Helper

Definition:

Under close supervision by a Supervisor, Manager, and/or Administrator, perform simple, routine clerical or manual tasks; and do other work as required.

Performs a variety of routine lower-level tasks in the following areas:

Child Care

Nutrition Services

Photography

Technology Support Services

Clerical

Business (MOFT, Fiscal, Purchasing, Warehouse)

Essential areas of responsibility may include:

- Lifting, carrying, and moving heavy materials;
- Basic Landscaping;
- Acts as a helper to skilled workers or other employees including teachers;
- Waters and trims lawns, trees, and shrubs; rakes leaves; spreads fertilizer;
- Uses hand tools to work soil;
- Picks up papers and other debris on turfs and other landscaped areas;
- Loads trucks with trimmings and trash and assists in hauling to dump;
- Performs a variety of simple janitorial duties;
- Assists in routine cafeteria work;
- Acts as cashier, sells food in snack bars;
- Washes dishes, silverware, and kitchen equipment;
- Helps with general cafeteria cleaning;
- Performs a variety of simple clerical work including filing, sorting materials, and running errands;
- Answers the telephone and waits on a public counter, giving out routine factual information.

Required Qualifications:

- Applicants must be currently enrolled in high school;
- Have an equivalent GPA of 2.0 or higher.

Knowledge of:

- Basic gardening/custodial equipment;
- Safe work practices;
- Common kitchen appliances and utensils;
- Sanitation of workspaces and areas;
- English usage, spelling, grammar, and punctuation;

- Basic arithmetic;
- Filing and recordkeeping;
- Proper telephone etiquette.

Ability to:

- Learn work rules, methods, and procedures;
- Understand and carry out oral and written instructions;
- Perform light manual labor;
- Maintain cooperative relationships with co-workers and others contacted in the course of the work;
- Deal tactfully and courteously with students, faculty and the public.

This position will be paid at the current salary range of minimum wage as designated.