

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Food Service Helper/School Monitor

TITLE #: 1304

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing and serving food in a school cafeteria or other institution and involves the cleaning of kitchen equipment, utensils and dishes. Additionally, the work involves the guiding of children safely across streets, intersections and in and around school buildings and facilities, as well as greeting and directing visitors and children within school buildings. Duties related to food service are performed under the direct supervision of the Director of Food Services. Duties related to school monitor activities are performed under the direct supervision of the school principal. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares food trays and delivers to various assigned areas of the institution;

Serves meals;

Fills sugar bowls, salt and pepper shakers, napkin containers, and relish trays;

Cleans and cuts vegetables, cuts baked goods, butters bread, makes sandwiches;

Cleans dish and linen closets, utensils and equipment;

Washes dishes;

Unpacks and stores food;

May act as a cashier;

Guides children safely across streets and intersections;

Oversees students passing between classes, in locker rooms and other school facilities and buildings;

Assists students with outer wearing apparel;

Assists in maintaining order and discipline of all students on school property;

May be in charge of rest periods and assist teachers with supervision of recreation and lunch periods;

Greets and directs visitors to appropriate official, issues visitor passes and maintains log of visitors;

May perform miscellaneous clerical tasks;

May be in charge of specified equipment and supplies.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of school policies and procedures; good knowledge of the proper methods of serving food and care of tableware, glassware, silver and kitchen equipment; working knowledge of modern cleaning methods and the use of cleaning supplies; ability to follow oral and written directions and communicate effectively; ability to get along well with children and command their respect; ability to communicate clearly and effectively; willingness to work under adverse conditions; initiative; good judgment; integrity; physical stamina and condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

JURISDICTIONAL CLASSIFICATION: Labor

JURIS. CL. UPDATE: 07/03/06 at