

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: GENERAL HELPER I (Range 3)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in production, preparation, arrangement and selling of foods and retail goods; assist in clerical duties related to inventory, record-keeping, budgeting and customer service; assist in maintaining service facilities in a clean and sanitary condition; assist in the care and supervision of pre-school and school age children.

#### **REPRESENTATIVE DUTIES:**

Clean service areas, displays and service equipment; sweep and wet mop floors; clean and maintain equipment. *E*

Perform grounds and maintenance work. *E*

Assist with supervision, care and teaching of pre-school and school age children. *E*

Store supplies and products; assist with inventories. *E*

Serve and sell products to students, faculty and others. *E*

Receive customer calls and questions. *E*

Assist in the electronics lab; set up materials for instructor; inventory materials. *E*

Enter data related to sales, inventory, customers and employees. *E*

Produce products involving such activities as cooking, baking, and arranging foods, preparing floral products, repairing equipment, copying and binding, desktop publishing and silk screening, and other production activities as required. *E*

Set up product displays and promotional materials. *E*

Operate quantity cooking equipment, typewriter and computer, copy and binding equipment, custodial and landscaping service equipment, and other equipment as assigned by the position. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Proper methods of preparing and serving food in large quantities

Basic kitchen utensils and equipment and procedures

Proper methods of customer service and retail sales

Basic retail equipment and procedures

Proper methods of basic custodial and landscaping service

Basic custodial and landscaping equipment and procedures

**Ewing & Company**

Proper methods of office procedures and data entry  
Basic office and clerical equipment and procedures  
Proper methods of copy and silk-screening procedures  
Basic copy and silk-screen equipment and procedures  
Basic aspects of specialty

**ABILITY TO:**

Perform duties utilizing safe and sanitary methods  
Establish and maintain effective working relationship with clients and co-workers  
Operate equipment in assigned area of responsibility

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of high school or successful experience in related service worker status. Completion of course work in related service subjects is desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, office or outdoor environment  
Evening or variable hours  
Considerable distraction from activities

**PHYSICAL ABILITIES:**

Stooping  
Bending at the waist  
Lifting heavy objects  
Dexterity of hands and fingers to operate assigned equipment  
Hearing and speaking to exchange information in person and on the telephone  
Reaching overhead, above the shoulders and horizontally