

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GENERAL HELPER II (Range 8)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in coordination of employee duties and activities; assist in the 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:

Confer with supervisor concerning coordination and training of personnel, and routine and immediate concerns; serve as supervisor in absence of supervisor as assigned. *E*

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

Perform grounds and maintenance work. *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*

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

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

ABILITY TO:

Perform duties utilizing safe and sanitary methods.
Establish and maintain effective working relationship with clients and co-workers.

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, and bilingual ability are 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