



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	FOOD SERVICE HELPER/SCHOOL MONITOR
Jurisdictional Class:	Labor (Approved NYSCSC 1/12/06)
Civil Division:	County Schools
Adoption:	CSM 4/13/05
Revised:	CSM 4/11/07; 2/20/08

DISTINGUISHING FEATURES OF THE CLASS:

While performing the duties of a Food Service Helper the work involves responsibility for performing assigned routine tasks including the preparation and service of food, cleaning of kitchen and dining areas, and supervision, monitoring and care of students; does related work as required. The food service work is routine manual work performed under the immediate supervision of the cook. The position differs from Food Service Helper in that the position entails fewer food preparation responsibilities. While carrying out the duties of School Monitor the work is routine work that requires some independent judgment and responsibility. The monitor receives instruction and reports to teachers. The position differs from School Monitor in that the position entails a reduced monitor schedule. This work is divided between the kitchen, cafeteria and recreational areas of the school.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

FOOD SERVICE HELPER

Sets tables and clears them after meals;
Prepares milk trays and refills condiments;
Sweeps, mops, and cleans kitchen and dining area;
Helps Cooks in any phase of their duties;

SCHOOL MONITOR

Assists teachers in supervising recreation, lunch periods, and study halls;
Cleans tables and performs other basic housekeeping tasks;
May aid students in safely crossing streets and intersections;
Helps children in lower grades with wearing apparel;
May render elementary first aid treatment;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good general intelligence;
Ability to get along well with children and command their respect;
Some knowledge of first aid methods;
Neat personal appearance;
Good powers of observation;
Tact and Courtesy;
Good judgment;
Good physical condition.
Ability to follow oral and written directions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None required.