



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

**JOB SPECIFICATION**

Civil Service Title: **SCHOOL BUS ATTENDANT-FOOD SERVICE HELPER**  
Jurisdictional Class: **LABOR (Approved NYSCSC 10/21/09)**  
Civil Division: **Moravia Central School**  
Adoption: CSM 04/09/08  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

Incumbents in this classification spend part of their time attending to the busing of students and the other part of their time assisting with food service. Employee rides on a school bus for the purpose of assisting the driver in maintaining order and for supervising the loading and unloading of the buses at the various stopping points; does related work as required. This is routine work involving the responsibility for overseeing the loading and unloading of student passengers and for administering to their needs, comfort, and conduct while in transit on regularly scheduled bus trips to and from school. Supervision is exercised over the conduct of student passengers as required. Employee also assists in the preparation and service of food and in the cleaning of kitchen equipment. This is routine manual work performed under immediate supervision in connection with the preparation and service of food. Employee does related tasks as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

**School Bus Attendant**

Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;  
Seats and places student passengers as required;  
May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks;  
Maintains order on bus and makes certain that student passengers are seated while bus is in motion;  
Assists students and drivers as needed.

**Food Service Helper**

Sets tables and clears them after meals;  
Prepares milk trays and refills condiments;  
Cleans silverware, tables, and chairs;  
Cleans dining rooms and dish and linen closets;  
Cleans, washes, and otherwise prepares vegetables and fruit for cooking;  
Assists in the preparation of salads and desserts;  
Helps Cooks in any phase of their duties;  
Washes dishes, pots, and pans by hand or machine;  
Sweeps, mops, and cleans kitchen and dining area;  
May act as Cashier;  
May be required to transport food, supplies, and/or equipment to other school food service sites.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Familiarity with the various bus routes in the district and their stopping places for students;  
Ability to understand and follow simple oral and written directions;  
Ability to get along well with students and command their respect;  
Some knowledge of first aid methods;  
Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances;  
Ability to follow oral and written directions;  
Dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(A) None is required, but ability to get along well with children and to maintain discipline is desirable.

NOTE: In addition, candidates must satisfy the requirements for School Bus Attendant set forth in the Rules and Regulations of the NYS Commissioner of Education.