

Jurisdictional Class: Labor for Holland Patent Central School District Only
EEO Category: Service/Maintenance
Revised: 03/10/2020

SCHOOL BUS ATTENDANT – FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for attending to the needs of handicapped students on an assigned school bus route. The incumbent will also assist in the preparation and service of food, and in the cleaning of kitchen equipment. The work is performed under the direct supervision of the Transportation Supervisor and the School Lunch Manager. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Rides on a school bus for the purpose of assisting pupils to climb aboard and alight from bus;

Aids handicapped students to get on and off the bus and be seated;

Seats and places students as required;

Maintains order on the bus and makes certain that student passengers are seated while the bus is in motion;

Assists student in disengaging safety and restraining equipment prior to leaving the bus;

Delivers incident log and makes oral report to bus driver at conclusion of the work day;

Maintains daily log of problems encountered and actions taken;

Assists students and driver as needed;

Prepares and serves food trays, pours milk, juice, coffee or tea, and prepares toast;

Washes and dries dishes;

Cleans tables, chairs, serving tables and other equipment in food service facility;

Serves food from steam tables;

Prepares desserts and salads;

Sets tables, waits on tables and clears tables of soiled dishes;

Aids in food preparation by cutting meat and vegetables;

Fills sugar bowls, and salt and pepper shakers;

Sweeps and mops floors in the kitchen area;

May operate a lift to load and unload handicapped student passengers and secures restraint devices and/or wheel chair locks;

May assist in the unloading of food supplies, delivering paper supplies and groceries to using units, and disposal of trash.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of household cleaning supplies, equipment and procedures; working knowledge of kitchen techniques as applied to cooking, baking, serving foods, and caring for tableware, glassware, silver and appliances; good general intelligence; working knowledge of basic aid methods; ability to follow simple oral and written directions; ability to get along with students and command their respect; good judgement, neatness.

MINIMUM QUALIFICATIONS: None.

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SPECIAL REQUIREMENTS:

1. Must be at least nineteen (19) years old.
2. Applicant must maintain eligibility and certification under the Board of Regents adopted regulations establishing qualifications, testing and training for all school bus monitors and attendants, effective as of July 1, 2003.

Adopted: 09/30/2019

Revised: 03/10/2020