

Geneva School – Full-Time & Substitute vacancies for the 2026-27 school year

Full-Time salary: \$16.00/hr

Substitutes salary: \$16.00/hr

FOOD SERVICE HELPER

MINIMUM QUALIFICATIONS: None is required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion, Food Service Helpers learn and may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. The work is performed under supervision of a Cook or other higher-level supervisor with limited leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works on tray line, placing food or beverage on trays according to menu and dietary requirements;
Transfers trays to and from dining areas;
Assists in the preparation of salads and desserts;
Helps the Cook or Cook-Manager in any phase of food preparation;
Slices and grinds meat, cheeses, vegetables, etc.;
Cleans dining rooms, dish, and linen closets;
Cleans, washes, and otherwise prepares vegetables and fruit for cooking;
Washes dishes, pots, and pans by hand or by machine;
Sweeps, mops, and cleans kitchen and serving area;
Prepares trays of between-meal nourishment;
Assists with receiving and storing food and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions and to make simple arithmetic computations; physical and mental condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 14, 1993

REVISED: DECEMBER 1, 2022

CIVIL SERVICE CLASSIFICATION: LABOR