

## **STUDENT HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this position are high school students in the Work Study program that are given temporary work assignments at BOCES and various school districts to enable them to learn fundamental work habits, learn basic work skills and to relieve professional, clerical and maintenance staff of certain work. The work is performed under the direct supervision of a site supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs a variety of light housekeeping tasks in the building or grounds of a school district;  
Performs clerical tasks such as light typing, filing, answering telephones, taking messages and using a copy and fax machine;  
Performs food service tasks such as washing dishes, sweeping and mopping floors, cleaning tables, removing trash, making and serving snack foods to employees, and transporting supplies and equipment;  
Performs maintenance tasks such as helping with landscaping duties, sweeping and mopping floors, vacuuming, removing trash, moving furniture, and other cleaning duties.

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

Ability to learn the fundamental habits of a good employee such as coming to work daily and on time;  
Ability to follow written and oral instructions;  
Ability to establish good relationships and get along with peers and others;  
Neat personal appearance;  
Good judgment;  
Courtesy;  
Tact.

### **MINIMUM QUALIFICATIONS:**

Current enrollment in high school in an alternative education or special education program.