

JOB TITLE: **STUDENT WORKER**

REPORTS TO: APPROPRIATE ADMINISTRATOR

SALARY SCHEDULE: MINIMUM WAGE

LENGTH OF WORK YEAR: SUBSTITUTE, AS NEEDED BASIS ONLY

Scope of Responsibilities

A limited, temporary employment opportunity in general light laboring, housekeeping, food service, child care or clerical areas as assigned.

Performance Responsibilities

1. Cleans up area assigned daily including, but not limited to, sweeping, wiping, dusting, and other general light cleaning tasks.
2. Moves, opens, empties, and disposes of boxes/cartons.
3. Makes inter-office deliveries and performs other messenger tasks as required.
4. Uses, maintains, and stores assigned tools/equipment properly.
5. Performs clerical functions as required by assignment.
6. Maintains standard safety practices.
7. Assumes responsibility for quality work and completion of all tasks assigned.
8. Performs other duties as assigned by the appropriate supervisor.

Minimum Qualifications

1. High School Diploma or G.E.D.

Physical Demands

Job responsibilities are performed while standing or walking. Must be able to communicate effectively using speech, vision and hearing. Work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. Work also at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. Additionally, the work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.