

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Student Worker
Job Class Code: 7788
Pay Scale: per salary schedule

Reports to: Principal and/or Program Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning tasks.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Progress toward high school diploma
Certification/Licensure: N/A
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

CUMBERLAND COUNTY
PANTHERS