

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
PORTERVILLE DEVELOPMENTAL CENTER  
Volunteer Services**

**Duty Statement**

**CLASSIFICATION:**

Student Assistant

**LOCATION:**

Volunteer Services

**TENURE:**

Temporary Authorization Appointment (TAU)

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Coordinator of Volunteer Services, performs unskilled or semi-skilled work in Volunteer Services such as: prepares and operates the coffee cart which includes preparing and serving coffee, pastries, bagels, fresh fruit, cereals etc.; prepares and operates the snack counter which includes preparing and serving a variety of snacks; assists with client events; operates dishwashing machines; cleans and maintains utensils, equipment and work areas; loads, transports, stores and delivers food, supplies and equipment; monitors and records temperatures on refrigerator gauges and to do other related work.

**SUPERVISION RECEIVED:**

Coordinator of Volunteer Services, Assistant Administrative Services Director

**SUPERVISION EXERCISED:**

None

**PHYSICAL DEMANDS:**

Must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees', clients, or the public. Must have full range of body motion and be able to lift, push, and pull. Corrected vision must be to normal range. Manual finger dexterity/hand-eye coordination required. Requires standing and walking for extended periods of time. Involves frequent heavy lifting up to 50 pounds maximum, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at or above shoulder level; includes bending and twisting. Includes sitting, standing and walking most of the time, with, or working on, irregular surfaces; and occasionally requires extraordinary physical activity.

**TYPICAL WORKING CONDITIONS:**

Exposed to varying temperatures, and loud noises. Work areas include industrial food service equipment. Works around wet surfaces. Potential exposure to communicable diseases, body fluids, pesticides and cleaning chemicals. Required to work under stressful conditions at times.

**JOB CHARACTERISTICS:**  
 Works alongside others to gain the requested skills in the area of Volunteer Services and cleaning activities including generalized cleaning, cart washing, dishwashing, food preparation, food and beverage serving and other activities common to Porterville Developmental Center's Volunteer Services Department

**ESSENTIAL FUNCTIONS:**

A. **Lifting:** Lifting and/or carrying is required in all job assignments. The Maintenance and Service Occupational Trainee may be required to lift up to 50 pounds maximum.

B. **Adaptability:** Employee must have the ability to adapt to various staffing needs and job assignments.

C. **Production at workplace:** Employee must have the ability to complete job assignments at a moderate, steady pace.

D. **Supervision:** Employee must have the ability to work under close supervision as part of a Dietetics staff.

**ESSENTIAL DUTIES (70%):**

**25% Work Activities**

- Works with others and assists in carrying out the services of the Volunteer Services Department.
- Participates in on-the-job and/or formal training programs
- Assist staff in food preparation activities
- Assist with Dishwashing
- Assist with Cart Washing
- Perform other duties as assigned within the scope of the Student Assistant classification.

**25% Care and Maintenance**

- Assists staff in general cleaning
- Display knowledge of basic method of cleaning
- Learns the proper use and care of work aids and equipment.
- Ensures equipment is clean, orderly, and in good repair.
- Reports any issues with equipment or work aids to the supervisor.

**20% Administrative**

- Be familiar with policies relating to Porterville Developmental Center and the Volunteer Services Department.
- Be familiar with the duties of the Student Assistant.
- Reports problems regarding services, the environment or other concerns to the Supervisor.
- Complete annual employee physical
- Attend in-service training as required
- Follow oral, and/or written instructions
- Work courteously and cooperatively with others

- Read basic English at a level necessary for successful participation in on-the-job training and work assignments.

**30% TYPICAL TASKS**

- Assists as directed to ensure areas are maintained
- Follow the directions to learn new cleaning skills
- Be familiar with the campus and areas of assignment
- Be familiar with the supplies and equipment needed to do particular jobs.
- Follow directions
- Maintain flexibility
- Complete other duties as requested.

Employee and Supervisor acknowledge that by signing the Duty Statement that they have discussed and agree to the expectations of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 8.7.2024

