



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **LUNCHROOM AIDE**

QUALIFICATIONS:

1. A high school diploma or equivalent (GED)
2. Warm and understanding attitude toward children
3. Ability to read and write English
4. Strong interpersonal and communications skills.
5. Ability to work under and adhere to deadlines.
6. Shall maintain a level of confidentiality.
7. Must be able to squat, reach, stand, twist and lift up to 40 pounds as well as stand for extended periods of time.
8. Required criminal history background check and proof of US citizenship or legal resident alien

REPORTS TO: Directly responsible to Building Principal and/or their designee.

PERFORMANCE RESPONSIBILITIES:

1. Assist students with cafeteria seating and opening food and drink containers.
2. Assist in helping students maintain acceptable behavior in the cafeteria.
3. Wash tables and benches before and after each lunchroom session. Assist with set up and break down of tables and benches as needed.
4. Escort students to the nurse's office when they become ill.
5. Assist students with their ID numbers.
6. Monitor the use of the lavatories by the students.

7. Distribute straws, napkins and other materials to the students.
8. Must be able to maintain a positive environment in the cafeteria.
9. Will perform other functions as directed by the Building Principal or their designee.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: July 19, 2012

REVISED: _____