

# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

## JOB DESCRIPTION

Job Title: **Lunchroom Supervisor**  
 Pay Schedule/Range: **24 pays per year**  
 Reviewed Date: **August 8, 2024**

Reports To: **Principal**  
 FLSA Status: **Non-exempt**  
 Work Year: **173 days**

**SUMMARY:** Supervise students in the lunch room and at recess by monitoring student behavior, ensuring student safety, enforcing school rules, encouraging students to eat their meals, regulating student progression in/out of lunchroom, and monitoring the cleanliness of the cafeteria.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Encourage the positive behavior of students while they are in the lunchroom and at recess, and enforce all school rules and procedures as set out by the Principal and Assistant Principal. Promote school's PBIS expectations. Supervise students to maintain safety. Abide by the hands-off expectation for students.	D	40%
2. Encourage students to eat a suitable amount of their lunches, and assist students with food items as needed.	D	20%
3. Regulate the orderly procession of students into and out of the lunchroom on a daily basis and for safety drill situations.	D	15%
4. Monitor the cleanliness of the lunchroom and make sure students clean their tables and dispose of trash.	D	15%
5. Respond to and assist with emergency and crisis situations providing for the safety of the students.	Ongoing	4 %
6. Cleaning duties which include cleaning and wiping down all tables and sweeping floors as needed between periods.	D	2%
7. Keep up-to-date on school and district information through verbal communication, district email, and posted literature.	Ongoing	2%
8. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- No experience required
- Experience working with students in a school setting preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire; employment contingent on appropriate results

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Interpersonal skills
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to work with students with diverse backgrounds and abilities
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers, peripherals, and office software
- Basic operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is occasionally required to copy, instruct, analyze, compute, synthesize, evaluate, negotiate, compare, coordinate, and compile.