



Crete-Monee School District

JOB DESCRIPTION

TITLE: Lunch Supervisor (Noon Duty) - Elementary

Purpose Statement

The job of a lunchroom supervisor has been established for the purpose of maintaining a safe and orderly environment during lunch service under the general supervision of the administration.

Reports To:

The Building Principal or Designee

Major Responsibilities

- Will adhere to all rules and policies established by the school or school district in regards to expectations for lunchroom supervisors
- Attends all required meetings
- Supervises students during meal service supporting respectful and appropriate behavior
- Communicates with students and staff in a positive and professional manner using appropriate interpersonal skills
- If school has a recess period, the supervisor will provide the appropriate supervision of students during indoor or outdoor recess

Key Duties

- Supervisors will greet students and work cooperatively to assist a student's understanding of lunchroom procedures and protocols so that the lunchroom experience is pleasant for everyone involved
- Supervisors will be highly visible in the lunchroom by circulating within the cafeteria or within an assigned area
- Supervisors will assist the school in the teaching and reinforcement of lunchroom/cafeteria rules to students
- Supervisors will assist in the implementation of any behavior incentive programs that the school may want to implement to help recognize good behavior of students.
- Supervisors will actively address student misbehavior or infractions of lunchroom/cafeteria rules and report misbehavior of students to the appropriate personnel
- Assist students and other service personnel in maintaining a clean and orderly environment
- Assist students to adhere to the lunchroom arrival and dismissal schedule and procedures
- Execute other duties and assignments as required by the principal/administration

Job Requirements

- Has to be an appropriate role model and leader for students in both appearance and behavior, always demonstrating sound judgment and high ethical standards
- Is punctual and has good time management skills
- Requires walking and standing for extended periods of time
- Has to have the ability to work collaboratively with other adults
- Elementary lunch supervision requires the supervision of an indoor or outdoor recess period that could be in a variety of weather or temperature conditions