



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**PERSONNEL & TALENT DEVELOPMENT**

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## **Breakfast and Lunch Aide**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Building Principal and/or Assistant Principal

#### **PRIMARY FUNCTION**

Under the supervision of the principal, or assistant principal, provides general supervision of students during breakfast and lunchtime.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

N/A

##### **EDUCATION**

High School Diploma or GED preferred.

##### **EXPERIENCE**

Experience working with school-aged children preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Collaborative interactive style with staff.
- Ability to relate well to students and staff.
- General professionalism towards students and staff.
- Spanish speaking preferred, but not required.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Monitor breakfast and lunch areas to ensure students are eating and following rules
- Assist our youngest students with obtaining food, napkins, drinks, condiments, etc.
- Collect trash from students and wipe down desks and other surfaces with district approved cleaning products
- Dismiss students to the bathrooms and monitor bathrooms as needed
- Assist in student arrival/dismissal and recess procedures

#### **ADDITIONAL DUTIES**

- Maintain protocols as they relate to the health and safety guidelines by the BOE.
- Other duties as assigned

#### **EQUIPMENT**

N/A

#### **TRAVEL REQUIREMENTS**

N/A

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

- Hourly pay rate as specified on the temporary employee wages list.
- No benefits.

### WORK SCHEDULE

- Part-time position; generally, up to 19.75 hours per week.
- Hours will vary by school.

### UNION AFFILIATION

N/A

## FUNDING SOURCE

Local budget.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 04/01/21 MM  
PERSONNEL REVIEW: 06/27/2022  
BOARD APPROVAL: 07/11/2022  
REVISED: 08/2023 NS  
PERSONNEL REVIEW: 09/26/2023  
BOARD APPROVAL: 10/02/2023