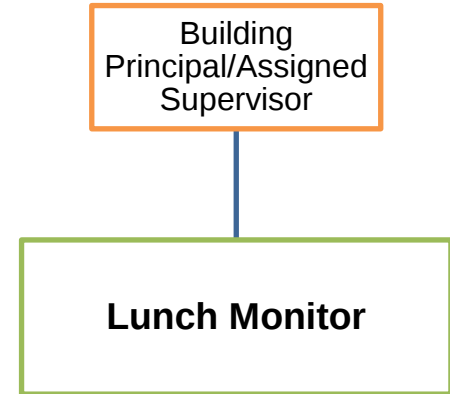


LUNCH MONITOR

Job Title:	Lunch Monitor
Initial:	November 1, 2006
Revised:	January 12, 2017
Work Year:	10 months
Office:	Education
Department:	Assigned Building
Reports To:	Building Principal/Assigned Supervisor
FLSA Status:	Nonexempt
Pay Range:	Educational Support Personnel Range 1

Related Organization Chart



SUMMARY: Ensure that students have a safe, orderly and supportive environment in which to eat their meals and play on the playground.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assist students in the cafeteria and playground maintaining a safe and orderly lunchroom and playground environment and encouraging them to eat their meals and play safely on the playground.
- Assist students with lining up to receive their lunches, helping students open items on their trays, enforcing lunchroom rules, dismissing students from the lunchroom, wiping down tables and monitoring students on the playground.
- Dismiss students from lunch and playground in an orderly fashion.
- Handle student discipline and injuries in an appropriate manner.
- Serve as school role-model.
- Communicate with principal and assigned supervisor.
- Perform other duties as assigned.

Supervision & Technical Responsibilities:

- This position has no supervisory responsibilities at this time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- No experience required; experience in working with children preferred.

Knowledge Skills & Abilities:

- Basic communication skills.
- Basic ability to deal with children.

Certificates, Licenses, & Registrations:

- Criminal background check required at time of hire.
- Crossing guard safety training required at time of hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually loud.

Mental Functions: While performing the duties of this job, the employee is frequently required to analyze, communicate, instruct, and use interpersonal skills. The employee is regularly required to coordinate.