



Job Description

Evanston/Skokie School District 65

Lunchroom Supervisor

Purpose Statement

The job of Lunchroom Supervisor is done for the purpose/s of directing and assisting children in the lunchroom and on the playground. Lunchroom supervisor are expected to see that students are lined up in an orderly manner and names are checked off according to the school procedures when entering the cafeteria.

This job reports to Principal

Essential Functions

- Administer first aid assistance using appropriate judgement for the purpose of meeting immediate health care needs.
- Assist with lunchroom procedures (e.g. sanitizing tables, keeping trash off the floors, recycling, and other sustainable efforts, etc.) for the purpose of maintaining a sanitary, safe and more green environment.
- Participate in games and activities for the purpose of encouraging group/team play.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supervise outside on playground during good weather and inside in the auditorium gym or other designated area during inclement weather for the purpose of securing the safety of the students.
- Utilize positive and assertive discipline while encouraging safe playground behavior for the purpose of maintaining order and control.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations. .

- Experience:** Job related experience is not required.
- Education:** High school diploma or equivalent.
- Equivalency:** Work experience with children is preferred.

Required Testing:

TB Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade