



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: Lunchroom Monitor

DEPARTMENT/GROUP: Support /Monitors

REPORTS TO: Principal

DATE: June 2015

LOCATION: School Building

FLSA: Non-exempt

JOB SUMMARY: The monitor is responsible to assist professional staff in the maintenance of a safe school cafeteria environment and may assist with minor kitchen duties.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Prior to student lunch period, perform duties such as wiping tables, preparing snacks, putting condiments out, etc.
2. Follow procedures for supervising and properly cleaning the peanut free table(s) when applicable.
3. Supervise the conduct of students during lunch periods.
4. Observe the eating habits of students and encourage them to use good manners and to eat properly.
5. Seek the help of custodians if sickness occurs or food spills.
6. Clean and place condiment containers at proper locations.
7. Assist with table cleaning after use.
8. Assist with daily clean-up after lunch periods, when appropriate.
9. Assist with the supervision of children on the playground (elementary only).

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily.*

1. High school diploma or equivalent.
2. Food Handlers Certificate preferred but not essential.
3. Prior food handling experience.
4. Ability to follow verbal and written directions.
5. Must have and maintain pleasant, cooperative, and positive work attitude.
6. Must have good communication skills to interact with customers.
7. Must have neat and clean appearance

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to stand or walk for an extended period of time.
- B. Requires lifting (up to 20 lbs.), bending, stretching at various times.
- C. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- D. The noise level in the work environment is usually moderate to loud.
- E. Constantly required to demonstrate good judgment and safety.
- F. Ability to make decisions in accordance with established procedures and policies.
- G. The employee is exposed to various weather conditions.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.

5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder: _____ Date: _____

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational and service organization.