

# Job Description

Francis Howell School District

## Café Aide

### Purpose Statement

The job of Café Aide is done for the purpose/s of providing support to the instructional program within the Cafeteria and assigned locations with specific responsibility for monitoring student behavior, evaluating situations and responding appropriately; providing age-appropriate communications with school age students; and assisting in maintaining a clean and safe environment for students.

This job reports to Building Administrator

### Essential Functions

- Assists students (e.g. opening cartons of liquids, packages, etc.) for the purpose of providing assistance as needed to ensure meals can be accessed.
- Assists with evacuation of students for the purpose of ensuring appropriate policies and protocols are followed during an emergency and students are led to a designated location safely.
- Assists students in locating the appropriate line for food for the purpose of ensuring time management for the student to consume his/her lunch.
- Communicates with paraeducators and teachers for the purpose of ensuring that the cafeteria schedule is followed, conveying and/or receiving information required to perform job functions, and meeting the needs of students.
- Maintains clean and orderly cafeteria space (e.g. remind students dispose of trash, tables and chairs are placed appropriately, etc.) for the purpose of providing a safe learning environment; and general guidance to enhance student learning, behavior and accountability.
- Monitors individual and/or groups of students in a variety of settings for the purpose of providing supervision for a safe and positive educational environment.
- Promotes good social skills for the purpose of improving the quality of student outcomes and encouraging student development.
- Responds to inquiries from cafeteria staff, teachers and administrators for the purpose of informing and providing information and/or direction to students.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### 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: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies,

regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

### **Responsibility**

Responsibilities include: working with immediate supervision; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is desired.

**Education (Minimum):** High school diploma or equivalent.

**Education (Preferred):**

### **Required Testing**

None Specified

### **Certificates and Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

None Specified

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

### **Revised Date**

Empowering students to be lifelong learners prepared for the future.