



Cafeteria Monitor – Harrisburg SD – Job Description

Job Title:	Cafeteria Monitor – Harrisburg SD	Job Category:	Non-Exempt
Department:	Food Services	Position Type:	Part – time
Classification/hrs/days	1 – 2-3 hrs per day/189 days	Location:	School Building
Reports to:	School Building Principal	Standard ADA:	School cafeteria/school building

Job Description:

To establish and maintain a safe, clean, pleasant, and efficient atmosphere in the school cafeteria.

Essential Functions:

- Monitors students during assigned mealtimes in the cafeteria. Arrives promptly at assigned area and ensures students return to their next activity safely and on time. When on duty, observes students' verbal and physical actions to ensure a safe, orderly environment. Patrols assigned areas, in accordance with established procedures and training. Closely monitors students who have lost privileges due to unacceptable behavior. Assists students who need help with eating utensils. Helps to ensure the health and safety of students by following and enforcing established school health, safety and conduct rules.
- Monitors and maintains a reasonable noise level in the cafeteria. Ensures student behavior toward staff and other students is appropriate. Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior.
- At beginning of each meal period, organizes students into orderly lines for purchasing of food, and ensures they are directed to their assigned tables. At the end of each meal period, organizes students for orderly disposal of food waste and return of trays; oversees student groups for orderly dismissal from the lunchroom to attend class.
- Resolves minor problems between students that may arise using fair but firm strategies. Calls immediately for the principal or designated teacher in the event of any argument or physical altercation between students or any incident that appears to be of more than momentary disruption. Treats all students in a fair, impartial and respectful manner. Communicates in a calm, neutral and non-confrontational manner speaking at an appropriate volume and choice of words. Models nondiscriminatory practices in all activities.
- Helps students develop and observe proper dining habits, both in terms of etiquette and nutrition whether meal is brought from lunch or purchased at school. Informs building principal if meals from home are forgotten or inadequate and of any student who does not eat on a consistent basis.
- Follows procedures for proper hand washing and glove usage. Maintains clean conditions in the cafeteria and dining area. Wipes tables between meal periods. Frequently cleans and sanitizes tables reserved for students with allergies with designated cleaners. Cleans and sanitizes tables and seating prior to meals, during meal periods as able, between meal periods and at the end of the workday. Cleans floors of any spills and/or debris in the absence of the building custodian.
- Gathers possessions left in the cafeteria, including student identification cards and follows rules for returning them or placing them in a designated secure location for students to recover lost property.
- Reads, stays current on and complies with school rules for students and employees. When working with students with disabilities, complies with the provisions of the individualized education program or Section 504 plan. Interacts in a courteous manner with administration, staff and students.
- Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

Qualifications and Work Experience: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- HS Education required

Analytical Demands:

- Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity or;
- Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Sensory Ability:

- Visual acuity and auditory acuity.



Cafeteria Monitor – Harrisburg SD – Job Description

- Ability to communicate effectively in all aspects of the job.

Temperament:

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Must be courteous and able to effectively manage job responsibilities.

Cognitive Ability:

- Ability to follow written and verbal directions, to read and write, to handle multiple tasks and prioritize them appropriately, and to exercise good judgment.
- Ability to recognize areas of concern and propose and/or recommend appropriate solutions to the problem.

Specific Skills:

- Must possess active listening skills.
- Must possess conflict mediation skills.
- Maintains a high level of professionalism in all interactions with public, peers and administrators.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

Workplace Expectations:

- Reports to work daily and on time, and makes effective use of time while on the job.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Demonstrates being a positive and productive member of a team through active cooperation with others and follow through.
- Ability to establish and maintain rapport with the educational community which includes but is not limited to; students, parents, athletic staff, alumni, board members, booster groups, colleagues and the general community.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

Supervision:

- Occasionally gives instructions and/or directions to other department employees.

Workplace Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The standard ADA settings factor measures the strength and stamina required in areas such as lifting, standing and the frequency of doing these as necessary to perform the particular duties of the job.*

- Typical classroom/school cafeteria/building setting
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids or disease



Cafeteria Monitor – Harrisburg SD – Job Description

Physical Demands: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
Use of Personal Protective Equipment			X		
Use of Office Equipment (computer, printer, telephone, etc.)	X				
Standing for extended periods of time			X		
Walking for extended periods of time			X		
Repeated Bending	X				
Gripping/Holding	X				
Reaching (above shoulder/at waist/below waist level)		X			
Hearing (person to person, on the phone, in group settings)			X		
Vision (near, midrange, far, peripheral, depth and color)			X		
Lifting (Weight)		X			
Carrying (Weight)		X			

Approved: May 17, 2021