



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

LUNCHROOM/PLAYGROUNDAIDE

QUALIFICATIONS:

1. Holds a high school diploma.
2. Possesses a minimum of one year of experience in working with children and/or in the supervision of children.
3. Demonstrates the ability to work successfully with children.
4. Possesses the physical ability to perform assigned duties.
5. Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or Designee

JOB GOAL: To assist in maintaining an orderly, safe and pleasant atmosphere in the cafeteria, and in other designated locations by helping and supervising students in accordance with Board policy and established district procedures.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Supervises students in the cafeteria during meals, and other designated areas, including but not limited to study hall, bathrooms and hallways.
- b. Maintains a system for orderly food purchase by pupils, disposal of food waste, and return of trays and utensils in the cafeteria.
- c. Sees that students are seated in assigned areas throughout their time in the cafeteria, or other designated areas, including but not limited to study hall, bathrooms and hallways.

- d. Circulates among assigned tables/areas so as to be available to children who need help or to resolve any minor problems that arise.
- e. Ensures the cleanliness of tables and surrounding areas.
- f. Communicates with the classroom teachers, and/or security monitors about any relevant concerns.
- g. Informs principal of any serious infractions of discipline rules by students.
- h. Notifies principal immediately in event of a breach of security procedures.
- i. Brings medical problems and injuries to the immediate attention of school nurse, principal or designee.
- j. Is alert at all times to the children and their needs.
- k. Organizes groups for orderly dismissal from the cafeteria, in hallways and other designated areas.
- l. Supervises students in designated areas, as well as in moving to and from the designated areas.
- m. Supervises students in designated classrooms or designated areas, in the event of inclement weather or other situations.
- n. Follows all policies, rules and procedures established by the school district.

2. Work Traits

- a. Maintains confidentiality about students in accordance with district guidelines.
- b. Maintains a positive demeanor at all times including, but not limited to, use of appropriate language.
- c. Maintains an appropriate record of punctuality and attendance.
- d. Demonstrates an openness to suggestions for improving performance.
- e. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.

3. Professional Development

- a. Participates in orientation programs and other staff development opportunities in accordance with district guidelines and resources to enhance job-related skills and knowledge.

4. School/Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff and others in the performance of this position.

5. Other

- a. Performs such other tasks and assumes such other responsibilities as assigned by the Principal or designee.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Non-Certified Staff.

SOURCE: Regular Board Meeting
DATE: March 13, 1996
REVISED: August 21, 1996
REVISED: October 31, 1996
REVISED: February 26, 2020