

# Isle of Wight County School District

## Position Specification

Title: Cafeteria and Recess Monitor

Division: Instruction

FLSA: Non-Exempt

### **General Statement of Job**

The Cafeteria and Recess Monitor is responsible for supervising students during lunch and recess periods to ensure a safe, respectful, and orderly environment. This role supports the development of positive student behaviors in both structured indoor (cafeteria) and unstructured outdoor (recess) settings.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Monitor and encourage appropriate student behavior during lunch by circulating the cafeteria and engaging positively with students.
Support students in lining up, staying seated, focusing on eating, and cleaning up their eating area.
Supervise students as they enter and exit the cafeteria to ensure orderly transitions.
Oversee use of trash cans to ensure proper disposal of food and waste.
Address minor behavioral concerns and report significant incidents to the appropriate staff.
Encourage respectful, inclusive behavior during all interactions.
Supervise students in designated outdoor or indoor areas during recess.
Encourage safe and inclusive play among students.
Actively circulate among students to monitor activity and prevent unsafe behavior.
Intervene in minor conflicts and escalate concerns to school staff as needed.

Ensure proper and safe use of playground equipment and report any hazards.
Perform related work as required.

**Education and/or Experience**

High school or GED.

**Certificates, Licenses, Permits:** Completion of Autism Spectrum Disorder training within the first 30 days of employment.

**Knowledge, Skills & Abilities**

**Knowledge of** the practices, methods and techniques used in the supervision and behavior management of children.

**Skill in** the use of behavior management techniques; effectively communicating and interacting with other employees and the public.

**Ability to** follow both written and oral instructions; deal effectively with students and teachers; establish and maintain working relationships with faculty, parents, students and associates; de-escalate minor student conflicts and reinforcing positive behavior.

**Performance Factors:**

**Interaction with Others:** Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

**Concentration:** Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

**Independent Judgment:** After receiving an assignment is able to complete work tasks without constant and precise direction.

**Organizational Skills:** Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate decisions.

**Attention to Detail:** Ability to recognize errors that detract from the accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

**Attendance and Dependability:** Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



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DEPARTMENT: Instruction

### ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

#### **Physical Requirements:**

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
  - ☒ Dexterity
  - ☒ Hand
  - ☒ Finger
- ☐ Smelling
  - ☐ Smoke
  - ☐ Food
  - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
  - ☒ Upper Body
  - ☒ Lower Body
- ☒ Running Distance

- ☒ Standing
- ☒ Driving

#### **Stress Factors:**

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☐ Fatigue
- ☐ Boredom

#### **Work Environment:**

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☒ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

#### **Mental Requirements:**

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☒ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

#### **Equipment:**

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☐ Calculator
- ☐ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

#### **Other:**

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature \_\_\_\_\_

Date \_\_\_\_\_