

Job Title: Cafeteria Monitor

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: CT/PG1

Dept. /School: Elementary

Date Revised: January 2019

Superintendent's Signature: _____

Primary Purpose: Assist in the monitoring of students to maintain an orderly cafeteria environment and provide supervised play after lunch

Qualifications:

Minimum Education/Certification:

High school graduate

Special Knowledge/Skills:

Ability to follow verbal instructions and communicate effectively

Ability to work well with all children

CPR/First Aid

Experience:

None

GENERAL RESPONSIBILITIES AND EXPECTATIONS

1. Exhibits a positive attitude and services as a positive role model for students and the community
2. Works cooperatively and effectively with others. Maintains self-control and uses common sense
3. Reports to work on time and is absent only with good cause.
4. Exhibits good judgment and shows initiative in decision making and problem solving.
5. Complies with Federal and State laws and local policies/procedures.
6. Responds positively to supervision, suggestions and or directives. Uses feedback for improvement of performance.
7. Participate in recommended personal and/or professional growth and development.
8. Disseminates and shares ideas and information with others.
9. Uses knowledge gained for improvement of performance.

- 10. Acts in an ethical and honest manner
- 11. Effectively communicates with colleagues, students, and parents.

MAJOR RESPONSIBILITIES AND DUTIES

GENERAL SUPPORT

- 12. Assist children with opening/closing containers and packaged food items.
- 13. Monitor student behavior in the cafeteria to maintain a safe, orderly environment.
- 14. Line children up for teacher pickup
- 15. Monitor children on the playground/greenspace for safe behaviors.
- 16. Perform other duties as assigned.

WORKING CONDITIONS:

Physical Demands: Ability to be on feet for extended periods of time Walk, talk, see, communicate, bend, stoop and reach

Environment: Some extreme heat and cold. Indoor and outdoor

Supervision: Students in grades Pre-Kindergarten through fifth grade.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel

TERMS OF EMPLOYMENT

Not to exceed 175 days

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended an exhaustive list of all responsibilities, duties, and skills required.

Print Name

Employee Signature

Date