

Job Description – Cafeteria/Playground Monitor and Office Aide

Primary Function: Under the direction of the Principal, assists students in the cafeteria during the lunch period and maintains order. Establishes control in the cafeteria and playground and insures students a safe and pleasant environment. Provides support services to the staff in the area of duplicating, mail distribution, telephone answering, preparation of teaching materials, and supervision of students.

Responsibilities/Duties:

- Assists students in securing lunches, condiments, and seats in an orderly manner
- Establishes control in the cafeteria and on the playground; administers discipline in accordance with school policy; assists in upholding the enforcing school rules
- Insures that students are involved in organized activities on the playground and that students are well supervised in all areas at all times
- Reports any incidence of fighting, theft, or other inappropriate behavior to the school principal
- Assists students in cleaning eating areas; supervises wiping of tables and picking up food from the floor
- Duplicates correspondence, documents, etc. for office staff as requested
- Distributes mail to appropriate boxes, if required
- Aides with office duties as required

Other

- Demonstrates behavior that is professional, ethical, and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- The Heimlich procedure and first aid skills
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software

Ability to:

- Supervise outdoor play areas when not on a rainy-day schedule
- Have a pleasant and helpful attitude when dealing with students, public, and school staff
- Use computer, printer, copier, telephones, laminator
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: None required.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 174 work days. See current pay grade on the auxiliary plan.

Revised: 7-6-2020

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date