

LUNCH SUPERVISOR

Purpose Statement

The job of Lunch Supervisor was established for the purpose/s of providing for the safety and welfare of students during lunchroom and/or outdoor activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact a general well being of students and school personnel. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Principal or Administrator Designee

Essential Functions

- Assists students (e.g. retrieving utensils, cleaning spills, finding seats, etc.) for the purpose of ensuring a safe, timely and healthy mealtime experience.
- Communicates with certified staff about student behavior (e.g. behavior contract) for the purpose of minimizing lunchroom disruptions and/or injury to students and staff.
- Facilitates lunchroom activities (e.g. food lines, tray stacking, return to class, cleaning tables, cleaning up spills, etc.) for the purpose of ensuring a safe and healthy mealtime experience.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Intervenes in potential emergency situations for the purpose of minimizing lunchroom disruptions and/or injury to involved parties.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors students' lunch period (e.g. lunchroom, playground, hallway, access route to outdoors, restrooms - outdoors not applicable for all levels) for the purpose of ensuring the safety and welfare of students.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. lunchroom, playground, hallway, access route to outdoors) for the purpose of resolving immediate safety concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; recognizing behavior predictors; guiding others; interpersonal aptitude; monitoring activities; applying and implementing appropriate and effective intervention strategies; and maintain confidentiality.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with constant interruptions; adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; reliability; stand for extended periods of time; and positive attitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 85% walking, and 15% standing. The job is performed under temperature extremes and in varying atmospheric conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

Pre-employment TB Test
Pre-employment Physical Exam

Continuing Educ. / Training

Evaluation as outlined in the PASS Negotiated Agreement

Certificates & Licenses

High School Diploma or equivalent

Clearances

Criminal Justice Background Investigation

FLSA Status

Non Exempt

Employee Signature _____

Approval Date

10/26/2009

Date _____

Salary Grade