

## **PROFESSIONAL STAFF POSITION**

**TITLE:** School Lunch Monitor (K-12)

**QUALIFICATIONS:**

1. High school diploma
2. Minimum experience as determined by the superintendent
3. Ability to maintain a positive learning environment and high standards of conduct
4. Required criminal history background check and proof of U.S citizenship or legal resident alien status.

**REPORTS TO:** Principal

**SUPERVISES:** Designated Pupils

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

**RESPONSIBILITIES AND DUTIES:**

1. Assists in supervising students in the cafeteria during mealtime.
2. Assists in making sure that tables and surrounding areas are clean.
3. Assists in supervising the playground/classroom during the lunch hour.
4. Assists students with orderly food purchases, distribution of food, disposal of food waste, and return of trays and utensils.
5. Ensures that students remain seated in assigned areas throughout their time in the cafeteria.
6. Circulates among assigned tables during the mealtime to be available as needed.
7. Organizes groups of students for orderly dismissal from the cafeteria.
8. Reports to teachers, principal, nurse and/or security personnel as appropriate regarding infractions, safety concerns, injuries, or other issues involving students.
9. Performs other duties as may be assigned by the Superintendent or his/her designee and/or requested by the Board.

**TERMS OF EMPLOYMENT:** Monday through Friday (only on days lunch is served), no more than 3 hours per day (hours may vary). \$28.01/hour

**EVALUATION:**

Performance of this job will be evaluated on an ongoing basis.