



Job Description

Job Title: Lunchroom Supervisor
Department: Elementary, Middle School, and/or High School
Reports To: Principal (Building)
FLSA Status: Nonexempt

General Statement of Duties

The fundamental reason this classification exists is to assist with the daily functions of the Food Service program with duties such as providing lunchroom supervision and ensure student safety, maintaining disciplines, and maintaining a clean cafeteria area.

Essential Duties and Responsibilities

- Strive to support the district's mission, instructional goals, and objectives.
- Supervise students in the cafeteria during lunch periods in serving lines, while eating, and during cafeteria dismissal.
- Maintain discipline in the cafeteria according to school policies. Diffuse potential emergency situations for the purpose of minimizing the frequency of incidents that could cause harm to students and staff.
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately, or as soon as reasonably possible.
- Prepare tables and waste receptacles prior to lunch periods.
- Keep cafeteria clean and sanitary including serving area, tables, eating area, and other related areas.
- Encourage students to set and maintain standards of appropriate behavior. Maintain discipline and ensure a safe environment for students and staff.
- Maintain and manage lunch trays and waste receptacles.
- Assist the lunch serving staff when necessary.
- Clean and remove lunch tables at the completion of the lunch hour.
- Dispose of garbage at the conclusion of the lunch hour.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work with highly sensitive student information. Maintain confidentiality of work-related information.
- Perform all duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the districts, it is necessary for the incumbent to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- High School Diploma or general education degree (GED).

Skills and Abilities

- Work well with students, public entities, educational professionals, etc.
- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence.
- Effectively present information in one-on-one and small group situations.
- Use basic math skills.
- Apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
- Deal with problems in standardized situations.

Certificates, Licenses, Examinations

- Successful completion of written tests and/or verbal interviews.
- Provide evidence that a criminal record history check and required physical examination have been conducted in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is occasionally required to sit; reach with hands and arms; and use hands to handle various materials, use various tools, or operate equipment.
- The employee frequently required to stand and stoop, kneel, climb, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds.
- The employee is occasionally exposed to fumes or airborne particles.
- The employee is occasionally subject to work overtime if the situation arises which requires immediate attention with approval by the supervisor.
- The employee is subject to possible exposure to communicable and blood-borne diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GDN.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.