

JOB TITLE: Cafeteria Aide/Elementary & Middle

DATE: July 2001

REPORTS TO: Building Principal

APPROVED BY: Superintendent

SALARY RANGE: Support Staff Range VII

ASSIGNMENT: 182 days per year
2 to 3-1/2 hours per day

JOB SUMMARY: Responsible to maintain a calm and pleasant atmosphere in the cafeteria by maintaining student discipline and assisting the students during the cafeteria hours.

ESSENTIAL FUNCTIONS

1. Organizes the students through the serving line and directs them to their proper tables.
2. Assists younger students with the use of utensils, opening milk, etc. when needed. Assists in cleaning food spills.
3. Circulates among the tables during the meal period so as to be available to help children who may need help and to resolve any minor problems that may arise. Assists students who may become ill during the lunch period.
4. Informs the principal at once of any serious infractions of disciplinary rules by students.
5. Encourages students to develop and observe proper dining habits in etiquette and helps a student from a nutritional standpoint.
6. Cleans the tables and chairs after each lunch period.
7. May be responsible for monitoring student behavior on the playground after lunch.
8. May be responsible for assisting in the set-up of the cafeteria prior to lunch (condiments, etc.)
9. Performs other job related duties as requested by supervisor.

QUALIFICATIONS: High school graduate or equivalent. Ability to work with children of different ages.

PHYSICAL REQUIREMENTS: Balancing, stooping, twisting, crouching in repetitive motions along with reaching with extended hands and arms in repetitive motion. Walking at moderate pace, able to lift 50 pounds to a vertical height of 30 inches. Required to use hands and fingers to pick, pinch, seize, hold and grasp and to feel. Able to communicate verbally and to have no more than a 40-decibel hearing loss. Vision clarity requirements are far, near, and mid-range (less than 20 inches and over 20 feet) along with depth perception, visual quality, ability to identify colors and field of vision. Work is internal office-type environment, some levels of noise, with ability to exert 50 pounds of force.