

*non opinion*

**Regional School District #16**  
**POSITION DESCRIPTION**

---

**Position Title:** **LUNCH AIDE**

**Reports to:** Administrator/ Business Manager/ Superintendent

**Approved by:** Board of Education

Date: May 13, 1998

---

**POSITION SUMMARY:** Works in the school cafeteria with children, food service personnel, and professional staff.

**ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES:**

- Works cooperatively with administrators and food service personnel with the distribution of foods, eating utensils, and condiments.
- Supervise students in the lunch room and on the playground.
- Follows directions as to the care of students in the lunchroom and on the playground.
- Does related work as required.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential.

**EDUCATION AND/OR EXPERIENCE:**

A minimum of a high school diploma or general education degree (GED).

**LANGUAGE LEVEL:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

**OTHER SKILLS AND ABILITIES:**

Understands children and their social and emotional needs. Displays good judgment and strong interpersonal skills.

**PHYSICAL DEMANDS:**

The physical demands 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. Some lifting, bending, stooping, and walking required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to high. The employee is continuously interacting with the public, students, and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.