



Westerville City Schools
Office of Human Resources – Classified Personnel
Notice of Vacancy

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

Job Title:	Cafeteria Recess Aide	Posting Date:	2022-2023 SY
Job Classification:	Hourly As Needed	Effective Date:	2022/2023 SY
Job Location:	To be determined	FLSA Status:	Non-exempt
Work Schedule:	2-3 hours per day based on size/need of the building	Hourly Rate:	\$13.00 per hour
How to apply:	Apply online http://www.wcsoh.org Phone: 614/797-5728		
Summary of Duties			
Monitor students during designated meal times (breakfast and/or lunch) and recess times			
Experience/Education			
High school diploma or equivalent.			
General Duties			
<ul style="list-style-type: none"> • Ensure safety of students • Assist with cleaning and sanitizing tables during and after lunch • Assist with cleaning and sanitizing desks and other surfaces as needed • Follow rules, regulations and policies of the school lunch program • Maintain orderly transition of students in and out of cafeteria and recess • Assure that every student has an opportunity to eat their lunch undisturbed • Make sure that students clean up after their meals • Follow building lunch and recess management plan • Make contacts with the public with tact and diplomacy • Maintain respect at all times for confidential information, e.g., student health, restriction records • Interact in a positive manner with staff, students and parents • Working knowledge of the district safety plan. • Manage building recess equipment. • Attend meetings and in-services as required 			
Other Duties and Responsibilities			
<ul style="list-style-type: none"> • Respond to routine questions in an appropriate manner • Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings • Perform other duties as assigned by the building principal 			
Knowledge, Skills and Abilities			
<ul style="list-style-type: none"> • Ability to work effectively with others • Ability to maintain student behavior • Ability to communicate ideas and directives clearly and effectively both orally and in writing 			

- Effective, active listening skills
- Organizational and problem solving skills

Additional Working Conditions

1. Occasional exposure to blood, bodily fluids and tissue
2. Occasional interaction among unruly children
3. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

Special Requirements

Educational Aide or Student Monitor Permit from the Ohio Department of Education (note, district will assist with this after hire).

Rev 7/2020

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

Name

Date