

# Cafeteria Assistant

Dept/Div: *Nutrition Services*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs human support work monitoring student behavior, assisting with cleaning and washing tables, removing dishes and debris from lunchroom area, maintaining a calm environment, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

## Essential Functions

Monitors hallways and lunchrooms; maintains order and volume of nearby students.

Acts as a supervisor to students; enforces school rules and expectations.

Cleans and washes tables; removes dishes and trash from tables; helps with serving and/or replenishing condiments, napkins and utensils.

Attends and participates in relevant meetings and committees.

Provides customer service to students, staff, parents, visitors and the general public.

Assists with cleaning and monitoring cafeteria sort tables and assists with training students on how to sort cafeteria discards into trash, organics and recycling bins.

## Knowledge, Skills and Abilities

General knowledge of student behavior and behavior management; general knowledge of clean areas; general knowledge of school personnel and administrative practices, procedures and methods; general skill in the use of personal computers and related software packages, hardware and peripheral equipment; general skill keeping areas clean and orderly; ability to communicate complex ideas effectively in both oral and written forms; ability to work with and through administrators, teachers and support staff; ability to develop and present ideas effectively, orally and in written form; ability to maintain order in a relatively loud environment; ability to establish and maintain effective working relationships with students, staff and the general public.

## Education and Experience

High school diploma or GED and minimal experience working with children, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires sitting, using hands to finger, handle or feel and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

None.

Last Revised: 10/6/2016