



NEW: 08/07/2019
 Submitted: 08/06/2019

JOB TITLE:	MONITOR LUNCHROOM PART TIME PERMANENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8095
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

Monitors students and assures proper conduct in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises groups of children during lunch
- Organizes students for orderly disposal of food waste, trays and utensils
- Maintains discipline and orderliness in the lunchroom
- Monitors cleanliness of food service facilities; arranges furniture as required
- Sees that health and safety rules are observed
- Helps evacuate pupils during fire drills
- Performs student supervisory duties as assigned
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

Work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Knowledge of general rules of health and safety
- Relates well with children, with past experiences in groups (scouts, etc.)
- Works cooperatively with others
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace