



NEW:
07/12/2004

JOB TITLE:	LUNCHROOM MONITOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8094
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Monitors students and assures proper conduct in the lunchroom.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Organizes students into orderly lines for the purchase of food
Organizes students for orderly disposal of food waste, trays and utensils
Reports physical confrontations or incidences to appropriate personnel as needed; resolves minor problems as needed
Monitors cleanliness of food service facilities; arranges furniture as required
Ensures that health and safety rules are observed
Assists with evacuation of pupils during fire drills
Performs student supervisory duties as assigned
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
Work is performed while standing or walking. 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
Possesses the ability to follow directions
Relates well with children, with past experiences in groups (scouts, etc.)
Works cooperatively with others
Effective communication skills

DESIRABLE QUALIFICATIONS
