



NEW:

08/08/2005

JOB TITLE:	LUNCHROOM MONITOR/OFFICE ASSISTANT PART TIME PERMANENT
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8210
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

While performing in the lunchroom, the duties are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners. Performs clerical and/or other duties as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises groups of children during lunch

Directs cleaning of tables and returning of trays by each class

Maintains discipline and orderliness in the lunchroom

Sees that health and safety rules are observed

Helps evacuate pupils during fire drills

Assists with general office duties

Performs 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

The work is primarily sedentary. 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

Typing skills(30 w.p.m.)

Effective communication skills

DESIRABLE QUALIFICATIONS

Possesses the ability to get along with others

Possesses a positive attitude

Commands and earns the respect of children

Prior experience in the Jefferson County Schools