



Job Description

JOB TITLE: Cafeteria Monitor

REPORTS TO: Building Principal and Food Services Manager

FLSA: Non-Exempt

SCHEDULE: 180-182 days/year; Monday-Friday; 3.0-4.0 hours per day

FUNCTIONAL PURPOSE:

The primary purpose of this position is to work with teachers assigned to the lunch room to monitor and control student behavior in the dining room during the time period when food and/or beverages are being served. An employee in this position will enforce dining room rules to the extent of his/her authority and with the full support of the Food Service Manager and Building Principal in order to maintain a safe dining environment.

ESSENTIAL/CORE JOB FUNCTIONS:

- Learn, understand and abide by the limits of authority for this position. Enforce dining room rules within these limits.
- Monitor and control student behavior in the dining room.
- Follow prescribed procedures in the event of a medical emergency.
- Develop a positive relationship with students and staff.
- Maintain a pleasant attitude and serve as a model of acceptable behavior.
- Explain cafeteria and dining room procedures to new students throughout the year and to returning students at the start of a new school year. This may include, for example:
 - Directions for how to go through the serving line
 - How to behave in the dining room
 - Where to take trays, dishes, silverware and trash

This is especially important for very young elementary-level children.

- Deal with minor behavior problems firmly and fairly.
- Refer serious behavior problems to the student's homeroom teacher or the building principal.
- Wipe down tables/seats after each lunch period to provide a clean space for incoming students.

SECONDARY JOB FUNCTIONS:

- Occasionally assist with routine tasks in the kitchen or dining room.
- Visually inspect dining room tables/seats for damage. Report needed repairs to the building custodian.
- Provide suggestions for process, security and/or safety improvements to the building principal.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

No degree or graduation requirements, high school graduation or equivalency program preferred.

REQUIRED CERTIFICATIONS

- Must maintain updated state required clearances

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with children and other staff.
- Ability to read, understand and follow simple instructions, both in verbal and written form.
- Interpersonal skills used to work effectively with teams. Including skill in managing conflict or differences of opinion between students.
- Skill in communicating effectively both orally and in written communication. Includes ability to present information to internal and external stakeholders.

PHYSICAL WORK DEMANDS:

- Ability to stand for extended periods of time.
- Ability to walk about work area to perform tasks and complete usual work activities.
- Ability to hear and understand speech at normal levels, outdoors and on the telephone assisted or unassisted by hearing devices.
- Ability to speak to students and staff to communicate expected behavior in the dining room.
- Possess near and far acuity to monitor people, equipment, other objects, or vehicles at near and far distances.
- Be able to occasionally bend, kneel, crouch, crawl, twist, or stoop to inspect work, handle resources and materials.
- Have the ability to reach above and below shoulder level to handle materials or use work related resources.
- Have the ability to occasionally sit on the floor to work with materials or equipment.

May be required to lift items weighing up to 20 lbs. such as dining room chairs or tables

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and is not intended to be an exhaustive list of all qualifications associated with this job.

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