

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Cafeteria Aide	LOCATION: All Elementary Schools
JOB CATEGORY: Hourly/Part-time	Pay Scale: Hourly
IMMEDIATE SUPERVISOR: Building Administrator(s)	FLSA: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Ensures the health, safety, and welfare of students in school cafeterias.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Supervises students in the cafeteria during lunch periods in serving lines, while eating, and during cafeteria dismissal;
- Maintains discipline in the cafeteria according to school and county policies;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately, or as soon as reasonably possible;
- Assists students in securing trays, food, seating, and dismissal;
- Assists in cleaning up spills, accidents, etc;
- Adheres to proper hand washing and hygiene practices in order to minimize the risk of food-borne illness;
- Cleans and sanitizes table surfaces after each use; seats and under-framing as needed;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model in appearance, demeanor, dress and behavior for the students served;
- Models non-discriminatory practices in all activities;
- Performs other related lunchroom supervisory duties as assigned by building administrator(s) in accordance with the school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to work effectively and cooperatively with elementary school age children and others.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of high school is a requirement.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are performed typically in settings related to the cafeteria, but not limited to kitchens and hallways. Work is typically performed when walking or standing. Frequent walking, standing, lifting, up to approximately 15 pounds, and occasional lifting of equipment weighing up to approximately 25 pounds may be required. Other physical activities are required, such as, but not limited to bending, stooping, reaching, and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity required for monitoring and determining needs of students; the worker is subject to inside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Lunchroom monitors are in daily contact with teachers, students, administration, the general public, and other work related personnel. The ability to handle complaints, express a service-oriented attitude, and work cooperatively with others is essential.

EVALUATION

The building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.