

ROSELAND SCHOOL DISTRICT **JOB DESCRIPTION**

TITLE: CAFETERIA AIDE

QUALIFICATIONS:

1. High school diploma
2. Required criminal history background check
3. Demonstrated ability to work successfully with children and adults
4. Possesses an interest in students and a concern for their education and an ability to successfully interact with students in the age group being supervised.
5. Demonstrates an awareness of students' social/emotional/physical needs.

REPORTS TO: Principal

SUPERVISES: Lunchroom activities and students under the direction of the school principal.

JOB GOAL: To assist in the maintenance of an orderly, safe, and pleasant atmosphere in the lunchroom by supervising and assisting students during the lunch periods.

CAFETERIA AIDE JOB RESPONSIBILITIES:

1. To help supervise the cafeteria during lunch periods in a fair and impartial manner.
2. To observe and clarify cafeteria rules, as established by the building principal.
3. To circulate among the tables during the mealtime so as to be available to children who need help and resolve problems that arise.
4. To attend to the minor needs of the students.
5. To handle minor disciplinary problems.
6. To refer serious breaches of discipline or other problems to the building principal or designate immediately.
7. To foster a cooperative attitude among the students.
8. To remain attentive at the assigned post at all times while on duty.

9. To ensure the cleanliness of tables and surrounding areas during and between lunch periods.
10. To sweep under tables between lunches.
11. To assist students with cleaning up spills on tables and floors.
12. To look for and clean spills around garbage cans and other areas that can create slip hazards.
13. To communicate with custodial staff for larger spills, to replace trash cans, or provide additional supplies.
14. To adhere to school and district guidelines pertaining to cell phone use.
15. To adhere to school and district guidelines regarding a nut-free school environment.
16. To perform related duties or responsibilities designated by the principal.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: August 24, 2017