

Cafeteria/Playground Assistant – Breakfast

Under the direction of the Director, Nutrition Services, supervises students in designated school areas and on school grounds as directed, and provides support to the breakfast program.

Job Relationships

Supervised by the Director, Nutrition Services; has direct contact with students, Nutrition Services staff, school staff and parents.

Essential Functions

- Assists in preparing and serving of foods and setting up for breakfast.
- Supervises students in the morning and during the breakfast period.
- Ensures that school rules are followed and student behavior toward staff and other students is appropriate.
- Follows assigned area of supervision as provided by Site Administrator.
- Monitors student's verbal and physical actions to ensure an orderly and efficient breakfast program.
- Resolves student confrontations in a timely and effective manner.
- Monitors groups of students and assigned supervision areas proactively to prevent conflicts or concerns from developing.
- Treats all students in a fair, impartial, and respectful manner.
- Daily communication with site Nutrition Services staff about student supervision concerns or safety concerns.
- Communicates in a calm, neutral, and non-confrontational manner.
- Refers students to teacher or Site Administrator when necessary for needed discipline support.
- Ensures the eating areas are left clean and orderly by students and that trash containers are used for discarded items.
- Monitors assigned supervision areas for safety concerns that should be immediately corrected and reported to appropriate school staff.
- Intervenes when required to stop harm to a student or students.
- Supervises and observes students without engaging in student play or games.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Minimum Job Requirements

KNOWLEDGE & SKILLS

- School rules and regulations
- Supervision methods in school settings
- School referral procedures for student discipline
- Safety hazards for students and staff
- School emergency procedures during supervision
- Procedures for approaching unknown person on school campus
- Methods for resolving student conflicts
- Procedures for reporting and assessing student injuries
- Safe food handling procedures and sanitation principles

ABILITIES

- Enforces school rules and regulations
- Deescalates student conflicts
- Manages student behavior
- Intervenes proactively with students
- Problem solving student issues
- Works with groups of students
- Demonstrates respect, acceptance, and fairness in work with students
- Utilizes a computer and two-way radio to receive and send communication
- Accepts direction and follows instructions
- Works in a positive and collaborative manner with students, staff, and public
- Identifies and reports safety concerns
- Speaks in appropriate volume, grammar, and manner
- Works rapidly and efficiently in preparing classroom distribution and collection of the breakfast program

Education and Experience

- High school diploma or equivalent
- Paid or volunteer experience with school-aged students, preferably in school setting

Licenses, Certificates, and Other Requirements

- District pre-employment test
- District post-offer physical examination and drug screening
- Fingerprint clearance from the Department of Justice
- Tuberculin skin test before employment and every four years thereafter, or a chest x-ray

Environment

- Indoor, outdoor, and food services environments
- Seasonal heat, cold, and adverse weather conditions
- All areas of school campus including fields, cafeterias, auditoriums, hallways, classrooms, restrooms, and offices

Physical Demands

- Prolonged standing and walking for extended periods of time
- Hearing and seeing to observe and monitor students' behavior and actions; read assignment schedules and documents
- Dexterity of hands and fingers to operate two-way radio, phone, or computer or write discipline referrals or accident reports
- Rolling objects of up to 45 lbs, one at a time
- Lifting and carrying of up to 20 lbs.
- Bending at the waist, kneeling or crouching to clean assigned areas
- Reaching overhead, above the shoulders, and horizontally

Hazards

- Intervening physically to stop conflicts between angry or emotionally upset students
- Cleaning chemicals

Board Approved: November 8, 2011

