

**SECTION                      SERVICE PERSONNEL**

**AREA                              ASSISTANTS**

**TITLE                              Cafeteria Assistant**

**QUALIFICATIONS:**

1.        Enjoys working with young people.
2.        Demonstrates the following characteristics: understanding, patience, tact, discretion and high moral standards.

**REPORTING RESPONSIBILITY:**

The Cafeteria Assistant is directly responsible to the building principal or designee.

**JOB GOAL:**

The Cafeteria Assistant supervises the students in the cafeteria during lunch periods and performs minor clerical tasks as assigned by the building principal or designee. The Cafeteria Assistant-in-Charge assumes a leadership role in carrying out the cafeteria functions of the Cafeteria Assistant. The Cafeteria Assistant shall not perform in-classroom instructional duties.

**TERMS OF EMPLOYMENT:**

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:** The Cafeteria Assistant shall be evaluated in writing by the building principal or designee at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1.        Directs the seating of pupils.
2.        Maintains general order and good pupil deportment.
3.        Helps younger children with milk containers, thermos bottles, spilled food, etc.
4.        Within the limits prescribed by law, gives any necessary help to a pupil until the school nurse arrives.
5.        Takes a sick pupil to the school nurse, if necessary.
6.        Helps in any way possible when lunches are delayed or an emergency develops.
7.        Supervises disposal of trays, tableware, food and paper at the end of each lunch session.

8. Dismisses pupils at end of each lunch session.
9. May be assigned playground duties.
10. Performs other clerical/typing duties as assigned by the principal within the time frame of the position including but not limited to:

At the high school:

- a. Distributing bus passes
- b. Assisting teacher in study hall
- c. Assisting with distribution of lunch tickets
- d. Assisting with attendance records.

At the elementary and middle schools:

- a. Typing
- b. Filing
- c. Sorting and collating
- d. Duplicating and mimeographing
- e. Answering the telephone
- f. Posting and using calculators.

11. Operates a variety of office machines.
12. Performs other duties and responsibilities incidental to the position or as assigned by the building principal or designee.

Position Description approved: 6/26/90