

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

School Lunch Aide

**II. PRIMARY FUNCTION**

Under the direct supervision of the principal, provide supervision of the students while eating lunch and during playground period

**III. REPORTS TO**

Principal or designee

**IV. QUALIFICATIONS**

- High school diploma or equivalent preferred
- Demonstrated ability to work successfully with children and adults
- One year of work-related experience preferred
- Good physical health and ability to perform assigned duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Supervises students in the cafeteria or classroom during meals
- Maintains a system for orderly food purchase by pupils, disposal of food waste and returning to tables
- Sees that students are seated in assigned areas
- Circulates among the tables during mealtime as to be available to children who need assistance or to resolve minor problems that arise
- Informs principal of any serious infractions of discipline rules by students
- Ensures the cleanliness of tables and surrounding areas
- Organizes groups for orderly dismissal from the cafeteria
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Work year and salary as per Board of Education

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Job Description/Section VIII SCHOOL LUNCH AIDE

APPROVED: November 22, 2010