

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

PARAPROFESSIONALS

Administrative Regulations

TITLE: CAFETERIA AIDE

QUALIFICATIONS:

1. High school diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Cafeteria Manager

SUPERVISES: The lunchroom activities under the direction of the building principal and assigned teaching staff.

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by students, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.
7. Organizes groups for orderly dismissal from the cafeteria.
8. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et q