

**Mercy High School, Burlingame**  
**Position Description**

**Job Title:** Lunchtime Monitor  
**Department:** Student Life  
**Reports To:** Assistant Head of School for Student Life  
**FLSA Status:** Non Exempt/Hourly Employee  
**Prepared By:** Natalie Cirigliano Brosnan  
**Preparation Date:** November 30, 2020

**Summary:** Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Lunchtime Monitor is responsible for supervising students during lunch periods and reporting any concerns to the Assistant Head of School for Student Life.

**Days:** Mondays, Tuesdays, Thursdays and Fridays **Hours:** 11:00AM- 1:00PM.

**Essential Duties and Responsibilities include the following:**

To perform the job successfully, the individual must possess the ability to perform as part of a team and have strong interpersonal skills; needs to be able to multitask and have comfort assisting with first aid and in emergency situations.

Responsible for monitoring student behavior during lunch time and meal service. Assists with the cleanliness of eating areas, assists with recycling, and assists with the flow of meal service. Work is performed under the general supervision of the Assistant Head of School for Student Life.

The Lunchtime Monitor must be able to meet the following expectations:

- Manages students during lunch times ensuring safety and enforcing school rules and behavior expectations; Help mediate and resolve conflicts between students
- Reports disciplinary infractions (behavior problems will be referred to the Assistant Head of School for Student Life according to guidelines established by the school)
- Maintains a smooth functioning of the lunch periods
- Communicates with students and school staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
- Circulates throughout the lunch areas
- Assists students who need assistance
- Assists with the cleanliness of the cafeteria
- Participates in training sessions, meetings, and scheduled cleaning days as requested
- Identify any major security or safety hazards and major repair needs in the lunch areas, and ensure safety rules are followed; Complete accident reports as needed
- Performs other duties as assigned

**Supervisory Responsibilities:** The Lunchtime Monitor has no direct supervisory responsibilities for the following faculty and staff:

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the high school's goals and values; benefits the high school through outside activities; respects diversity.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.<sup>2</sup>

**Qualifications:** The individual must be able to support Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while supporting a working atmosphere which fosters and promotes these values.

**MINIMUM/REQUIRED QUALIFICATIONS:**

- Able to follow instructions and complete tasks efficiently.
- Physically able to perform duties assigned at sufficient speed.
- Effective communication skills.

**Physical Demands:** The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the individual is regularly required to talk and hear. The individual is required to walk on various surfaces including uneven grass and up and down concrete stairs; sit; use hands to handle or feel, and reach with hands and arms. The individual is occasionally required to stoop or kneel. The individual needs to move from the main school building to the tennis courts, grass area, pool deck and to the lower campus. Specific vision abilities required by this job include close and distance vision.

**Work Environment:**

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is exposed to outside weather conditions daily.

The noise level in the work environment is usually moderate.

**STATEMENT OF NON-DISCRIMINATION**

**All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard**

**to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)**