

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - LUNCHROOM AIDE**

The lunchroom aide is responsible for the supervision of students in the cafeteria.

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

DUTIES AND RESPONSIBILITIES

To be responsible to the Building Principal and to operate in the lunchroom in accordance with the rules and regulations as outlined by the Principal.

To be responsible to handle problems as they may arise in the lunchroom setting.

To maintain control of the students through the enforcement of consistent rules of conduct in order that children may eat their lunches free of disturbance.

To interact with students and other staff members in a positive fashion.

To be prepared to act in the event of an emergency, such as a student becoming ill, an injury, or some other unforeseeable event, and to solicit help from teachers, the Principal, or other personnel as the situation may demand.

To work in cooperation with the cafeteria personnel as the need arises.

To regulate lunchroom rules and regulations as written for that particular building and to be responsible for their enforcement.

To be a confidential employee of the school district, remembering that problems or concerns about specific students should remain at school and not be discussed elsewhere in the community.

To be consistent in the enforcement of cafeteria rules and adherence to established disciplinary referral procedures.

To be responsible for the timely arrival and dismissal of students according to the cafeteria schedule.

To be knowledgeable of and adhere to all applicable safety/crises plans and procedures.

To perform other duties as assigned by the building administration.