

**ST. TAMMANY PARISH SCHOOL BOARD  
Covington, Louisiana**

**JOB DESCRIPTION**

**TITLE:** Cafeteria/ Lunch Recess Monitor (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien.
2. High school diploma or its equivalent
3. Acceptable communication skills; ability to give and follow directions
4. Ability to follow through on assigned responsibilities

**REPORTS TO:** Principal and Duty Teacher

**JOB GOAL:** To help establish and maintain a calm and pleasant atmosphere in the cafeteria so that students find mealtime a time to relax after the tasks of the morning and to refresh themselves for the tasks of the afternoon; to supervise students on the playground or other designated area during lunch recess.

**JOB SUMMARY:** This position is designed to give general supervision of students while entering, during their stay, when exiting the cafeteria and supervising students during lunch recess. The work involves lineup of students, supervising students, seating, directing students to designating areas, observing student behavior, giving assistance as needed and articulating to students any school policy concerning student behavior and conduct while in the cafeteria.

**ESSENTIAL JOB FUNCTIONS:**

1. Organizes students into orderly lines when checking in and see that they go to assigned tables.
2. Observes and reinforces cafeteria behavior rules formulated by the school.
3. Helps students develop and observe proper dining habits, both in terms of etiquette and nutrition.
4. Assists younger students with the proper use of utensils when needed.
5. Organizes students for orderly disposal of food waste, trays, and utensils.
6. Organizes groups for orderly dismissal from the cafeteria.
7. Circulates among the tables during the meal period so as to be available to help children who need help and to resolve any minor problems that arise.
8. Informs the principal, assistant principal or principal's designee at once of any serious infraction of disciplinary rules by students.
9. Call immediately for the principal, assistant principal, teacher, duty teacher, or principal's designee in the event of any argument involving more than two students; any incident involving physical confrontations; and any incident that appears to be of more than momentary disruption.
10. Oversees students as they leave the cafeteria on the way to the playground.
11. Supervises students on the playground.

**PHYSICAL DEMANDS:**

1. Possess physical skills and stamina to perform job responsibilities.
2. Must be able to assist students in emptying and stacking lunch trays.
3. Work requires constant standing and working around in monitoring students.
4. Must be able to bend and stoop in performing job duties.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Other related duties as assigned by appropriate authority.

**TERMS OF EMPLOYMENT:** Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Incumbent)**

\_\_\_\_\_  
**Incumbent's Name (Please Print)**

\_\_\_\_\_  
**Employee Identification Number**

**White- Human Resources**

**Copy- Supervisor**

**Copy- Employee**

(Rev. 01/2015)