



DERRY TOWNSHIP SCHOOL DISTRICT

POSITION GUIDE

Position Title: Cafeteria/Recess Aide

Department: Aides

Group: HESPA

Reports to: Building Principal

Date: May 31, 2018

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
 - *professional and courteous verbal and nonverbal communication*
 - *proactive problem solving*
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- Supervises students at lunchtime and/or recess.
 - Circulates throughout the cafeteria during lunchtime.
 - Helps students by opening packages and milk cartons.
 - Cleans up spills and provides additional assistance as needed.
 - Assists students through the cafeteria line in an orderly fashion.
 - Insures students are orderly and acting appropriately.
 - Assists in lunch room clean-up.
 - Interacts with students to maintain order and provide assistance when needed.
 - Organizes group games and activities as needed.
 - Assumes responsibility for play equipment.
 - Directs movement of students to and from playground, lunchroom and classrooms in a safe and organized manner.
 - Assess playground for security and conditions of equipment and reports concerns to principal.
 - Reports disciplinary and other concerns to the building administrator and/or classroom teacher.
 - Provides assistance for students requiring additional educational guidance.
 - Maintains safe environment for students at all times.
 - Responds to emergency situation (injured students, fights, etc) for the purpose of resolving immediate safety concerns.
 - Evaluates student injuries, determines course of action, performs minor first aid and completes required paperwork in compliance with District policy(ies).
 - Reports safety, sanitary and fire hazards immediately to supervisor.
 - Monitors visitors in the cafeteria.
 - Perform other duties assigned by the building principal.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: High School Diploma or GED.

Certification: CPR and First Aid Certification

Experience: General knowledge of child development, strategies and practices applicable to assignment. General knowledge of the goals and policies of Derry Township School District. Ability to assist and participate in monitoring of appropriate student behavior. Ability to exhibit patient behavior and to work effectively with children, young adults, and staff members. Ability to follow written and verbal instructions and to perform all required tasks. Ability to interact with and support students.

Skills: Effective oral and written communication skills, and effective use of technology required.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT

Physical Demands:

Activities: Sit: 10%
Walk/stand: 90%
Climbing, bending, squatting, and twisting - Frequently
Repetitive movements of both hands
Grasping, reaching, handling, gripping
Pushing and pulling up to 50 lbs.

Lifting: Up to 25 lbs.

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve

Environment: Normal school cafeteria and recess environment. Local or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date