

LYON COUNTY SCHOOL DISTRICT

Lunchroom/Playground Supervision Aide

Job Group: Instruction

Classification: Classified substitute

Terms of Employment: pay set to unclassified wage schedule, hours to be determined by school site.

FLSA Status: NON-EXEMPT

POSITION SUMMARY: Supervises students during lunch periods, assists in the set-up and breakdown of the lunchroom area. The lunchroom aide position is an "as needed" position based upon site needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list of Essential Duties and responsibilities is not exhaustive and may be supplemented.

1. Assist the site custodial staff in setting up and breaking down table for lunch periods.
2. Wipe down tables, and empty trash receptacles between groups of students.
3. Sweep floor as needed during lunch period.
4. Supervise students in the lunchroom and on the playground as needed. Notify appropriate staff when violations of student conduct policy occur.
5. Performs and participates in other related duties as assigned by the building administrator or designee.

POSITION EXPECTATIONS:

Ability to:

1. Follows all policies, rules and procedures established by the school district.
2. Effectively interacts and communicate with children.
3. Works under close supervision of the site staff.
4. Take initiative, be flexible and take instruction as directed.
5. Maintains a system for the disposal of food waste.
6. Ensures that students are seated in assigned areas throughout their time in the cafeteria.
7. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any problems that arise.
8. Ensure the cleanliness of tables and surrounding areas.
9. Communicates with the Dean, Principal, or Designee of any serious infractions of discipline by students.
10. Disseminates medical problems and injuries to the immediate attention of school nurse, principal, and designee.
11. Is alert at all times to the children and their needs. (Cell phones should only be used for emergencies)
12. Supervises students in designated classrooms or area in the event of inclement weather.
13. Supervises students in the play area, as well as moving to and from the play area.
14. Perform other job-related duties as may be assigned by the site administrator/supervisor.

POSITION REQUIREMENTS:

Education and Training: High school diploma or equivalent

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

QUALIFICATIONS:

1. Demonstrates the ability to work successfully with children.
2. Possesses the physical ability to perform assigned duties.
3. Successfully completes required application and background check.

PHYSICAL AND MENTAL REQUIREMENTS: The physical and mental requirements described here are

representative of those that must be met by an employee to successfully perform the essential functions of the job.

Frequent sitting, standing, walking, pushing, pulling, reaching, handling and repetitive fine motor activities, talking, and hearing. The ability to communicate via telephone. Lifting upwards to 80 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Position functions indoors in a cafeteria environment. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Noise levels may range from moderate to very loud at times.

Hazards: Stress, noise, exposure to cleaning chemicals, potential exposure to blood borne pathogens.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	HAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting		X		
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT				
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises			X	
Heights				

Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work				
Near Vision			X	
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job

Name: _____

Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____