

## **JOB DESCRIPTION - CAFETERIA/RECESS AIDE**

**TITLE:** CAFETERIA/RECESS AIDE

**QUALIFICATIONS:**

- High school diploma
- Demonstrated ability to work successfully with children and adults and to perform assigned duties
- Good physical health and ability to perform assigned duties
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**SUPERVISES:** Assists with the lunchroom and recess activities under the direction of the building principal

**JOB GOAL:** To assist in the maintenance of an orderly, safe and pleasant atmosphere by helping and supervising students during lunch and recess periods

**DUTIES:**

*In Cafeteria:*

- Assist with the supervision of students in the cafeteria during lunch periods.
- Maintain order and decorum in the cafeteria, reinforces student manners, eating habits, and cleanup procedures.
- Ensure safety rules, appropriate behavior standards, and school cafeteria policies.
- Circulate among the tables during the mealtime and is available to children who need help, or to resolve any problems that may arise.
- Inform principal or designee of any serious infractions of discipline by students.
- Organize groups for orderly dismissal from the cafeteria & recess.
- Perform any other duties or responsibilities designated by the Principal

*AT RECESS:*

- Supervise students and maintain a cooperative atmosphere during recess.
- Circulate among students and attempts to resolve minor problems as they arise.
- Manages inventory and control of playground/recreational and instructional equipment and materials during recess and lunch periods.

- Assist in organizing various play activities and games as approved by building administration.
- Supervise dismissal of students from playground area.
- Inform building administration immediately of any serious disciplinary problems.
- Question any non-school visitors and refer them to main office to sign in.
- Keep building administration informed of any safety concerns.
- Establish and maintain a safe environment during recess.
- Performs any other duties or responsibilities designated by the principal.

DATE ADOPTED: DECEMBER 18, 2000

DATE REVISED: DECEMBER XX, 2017