

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Lunchroom Monitor**
 Pay Schedule/Range: **\$15.00/hr**
 Prepared/Revised Date: **June 2023**

Reports To: **Principal/Asst. Principal**
 FLSA Status: **Non-Exempt**
 Work Year: **174 Days**

SUMMARY: This position provides assistance and supervision for children during lunch and/or assigned recesses to ensure a positive and safe environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency
1. Supervises students at lunchtime and/or playtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.	D
2. Circulates throughout the cafeteria during mealtime. Helps students by opening packages and milk cartons. Cleans up spills and provides additional assistance as needed.	D
3. Assists students through the cafeteria line in an orderly fashion.	D
4. Ensures students are orderly and acting appropriately.	D
5. Assists staff with lunch room clean-up.	D
6. Interacts with students to maintain order and provide assistance when needed.	D
7. Organizes group games and activities as needed.	D
8. Assumes responsibility for play equipment.	D
9. Directs movement of students to and from the playground, lunchroom and classrooms in an organized manner.	D
10. Assess the playground for security and conditions of equipment and report concerns to the principal.	D
11. Reports disciplinary and other concerns to the building administrator and/or classroom teacher. Provides assistance for students requiring additional educational guidance.	D
12. Perform other job-related duties as assigned.	D
13. Maintains a safe environment for students at all times.	D
14. Responds to emergency situations (injured students, fights, etc.) for the purpose of resolving immediate safety concerns.	D
15. Evaluates student injuries, determines course of action, performs minor first aid and completes required paperwork in compliance with District policy(ies).	D
16. Report safety, sanitary and fire hazards immediately to the supervisor.	D
17. Maintains appropriate certifications and fire hazards immediately to the supervisor.	D
18. Complies with applicable District, state, local and federal laws, rules and regulations.	D
19. Professionally represents the school and the District in interactions with parents, community and students.	D
20. Attends work regularly and is punctual.	D

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to appropriately communicate with students, teachers, parents and members of the community.
- Ability to exercise good judgment and work in an environment with constant interruptions.
- Works well with others from diverse backgrounds. Demonstrated ability to successfully work with young children.
- Effective communication skills (Verbal and written)
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Principal and Assistant Principal	
Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: Meals will be served on most days, and the noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.