

TITLE: **LUNCHROOM/RECESS SUPERVISOR**

QUALIFICATIONS: High School Graduate

REPORTS TO: Building Principal or Assistant Principal

JOB GOAL: To supervise the school cafeteria during lunches and/or recess, both indoors and outside in a smooth, efficient, and safe operation in order to realize maximum positive impact on the educational environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students during lunch and/or recess on a daily basis.
2. Performs additional duties as assigned by administration.
3. Able to communicate with students and assist students while in lunchroom/or during recess.
4. Supervise students during lunch while in serving lines, eating, and during lunchroom dismissal.
5. Maintain proper discipline in lunchroom and recess areas according to school and district policies and report all issues to the building administration.
6. Reports all student injuries, accidents, illnesses, and discipline issues to proper authority immediately or as soon as reasonably possible.
7. Notifies custodian of any spills and provides assistance in keeping cafeteria tables clean.
8. Works cooperatively with food service staff.
9. Supervise recess and implement playground safety rules and procedures.
10. Maintains confidentiality about all students.
11. Follows district guidelines for proper dress.
12. Is respectful and courteous when dealing with students, staff, and others.
13. Is familiar with evacuation, shelter, and lockdown procedures and assists with implementation to keep students safe.

TERMS OF EMPLOYMENT: Maximum of 180 days 3 hours per day

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

Approved: 11/19/12