District 64 Job Description

Title:	Lunchroom Supervisor
Reports To:	Building Principal, Assistant Principal, Head and Assistant Head Lunchroom Supervisor
Supervises:	Students
Primary Function:	Overseeing the Lunchroom Program
Hours:	1.5 hours per day (scheduled in conjunction with student lunch schedule at the elementary building, only work on days that students are in attendance.

Specific Duties and Responsibilities

1. Models appropriate behavior in speech and actions at all times.
2. Clocks-in and out using the appropriate District method.
3. Maintains appropriate student behavior in the lunchroom and or playground in accordance with building and District 64 policies and procedures.
4. Treats all children and staff with respect.
5. Addresses all District 64 children in a positive manner.
6. Checks attendance for grades that will go outside to play and return back into the building as appropriate and needed.
7. Check attendance as directed in the lunchroom.
8. Follow's District 64 policies for first aid.
9. Maintains student confidentiality both at school and in the community.
10. Is aware of student medical needs and makes sure that all appropriate procedures are followed daily.
11. Supervises proper use of equipment by students.
12. Monitor the collection of play equipment at the end of the lunch period.
13. Informs Head and or Assistant Head Supervisor of any behavior or medical issues that arise.
14. Completes all written accident reports as required and appropriate.
15. All supervisors may be required to rotate and provide and monitor both indoor and outdoor student supervision.
16. Disinfect the tables after each lunch period.
17. Assist in the cleanup of the lunchroom daily (dust mop the floor).
18. Any other items that may be required by the building administration *(such as moving tables or benches)*.
19. Responsible for overseeing building or District 64 recycle, "go green" procedures during student lunch times.

PROTECTIVE CLOTHING REQUIRED:

- None.

PHYSICAL DEMANDS:

The physical demands described here are representatives 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. The phrases "occasionally," "regularly," and "frequently" correspond yes to the following definitions:
    - "Occassionally" means up to ⅓ of working time.
    - "Regularly" means between ⅓ and ⅔ of working time, and "frequently" means ⅔ and more of working time.
- While performing the duties of this job the employee is frequently required to stand, use hands/fingers/shoulders/arms to model and lead lunchroom supervisors and students. The employee is occasionally required to sit, and/or stoop, kneel during the lunchroom program.
- The employee must occasionally lift and/or move up to 20 pounds setting moving tables, benches, chairs, books, etc. within the room. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
    - The work environment is that of elementary schools.
    - The work will be performed both inside and outside.
    - The noise level in the work environment is usually noisy.