

MEAL DUTY SUPERVISOR

Purpose Statement

The job of Meal Duty Supervisor was established for the purpose/s of providing for the safety and welfare of students during lunchroom activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact a general well being of students and school personnel.

This job is distinguished from similar jobs by the following characteristics: assignments are specific and clearly defined. Incumbents must be attentive to the activities and location of all students within the cafeteria area and/or playground.

This job reports to Principal or Designee

Essential Functions

- Assists students (e.g. retrieving utensils, cleaning spills, finding seats, etc.) for the purpose of ensuring a safe, timely and healthy mealtime experience.
- Communicates lunch room rules and processes to students and staff for the purpose of providing information and/or direction and supporting a safe, timely and healthy mealtime experience.
- Facilitates lunchroom activities (e.g. food lines, tray stacking, return to class, etc.) for the purpose of ensuring a safe and healthy mealtime experience.
- Intervenes during incidents, accidents and/or potential emergency situations for the purpose of minimizing lunchroom disruptions and/or injury to involved parties.
- Monitors students' lunch during lunch periods (e.g. cafeteria, playground, etc.) for the purpose of enforcing school rules regarding behavior and participation, and/or ensuring the safety and welfare of students.
- Oversees computerized learning programs (e.g. Accelerated Reader, Reading Counts, Larson's Math etc.) for the purpose of providing maximum use to students and staff.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: recognizing behavior predictors.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and tracking budget expenditures. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 60% walking, and 40% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

As Needed

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

8/15/2002

Salary Grade

Classified 16