



OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

TITLE: CAFETERIA SECURITY AIDE

QUALIFICATIONS:

1. High school diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Good physical health and ability to perform assigned duties
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Assigned Teaching Staff

SUPERVISES: The lunchroom/playground activities under the direction of the building principal and assigned teaching staff.

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the lunchroom and playground area by helping and supervising students at lunchtime.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the lunchroom and playground during lunchtime.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the lunchtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.

7. Organizes groups for orderly dismissal from the cafeteria.
8. Performs other related duties as assigned, such as playground supervision.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff.

DATE APPROVED: October 18, 2011