

JOB TITLE
LUNCHROOM/OFFICE ASSISTANT

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL

SALARY SCHEDULE & GRADE
IA, GRADE 3

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
AUGUST 8, 2005

SCOPE OF RESPONSIBILITIES

While performing in the lunchroom, the duties are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners. Performs clerical and/or other duties as assigned.

PERFORMANCE RESPONSIBILITIES

1. Supervises groups of children during lunch.
2. Directs cleaning of tables and returning of trays by each class.
3. Maintains discipline and orderliness in the lunchroom.
4. Sees that health and safety rules are observed.
5. Helps evacuate pupils during fire drills.
6. Assists with general office duties.
7. Performs supervisory duties as assigned.
8. Duties may include performance of health services, for which training will be provided.
9. Performs other duties as assigned by the Principal.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Knowledge of general rules of health and safety
3. Possesses the ability to follow directions
4. Relates well with children, with past experiences in groups, (scouts, etc.)
5. Works cooperatively with others
6. Typing skills(30 w.p.m.)

DESIRABLE QUALIFICATIONS

1. Possesses the ability to get along with others
2. Possesses a positive attitude
3. Commands and earns the respect of children
4. Prior experience in the Jefferson County Schools

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