

DELRAN TOWNSHIP SCHOOL DISTRICT

Cafeteria/Playground Aide

Reports to: Principal, Vice Principal

Job Goal: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students during lunch and recess time.

Responsibilities in cafeteria:

1. Supervise students upon their entrance to the cafeteria during meals.
2. Establish an efficient and orderly means of purchasing lunches/food items from the cafeteria, including handing out meal tickets.
3. Circulates among the tables during the mealtime so as to be available to children who need help or resolve problems that arise.
4. Help students develop proper eating habits in the areas of manners and nutrition.
5. Inform administration of any serious infraction of discipline rules by students.
6. Observe students not eating lunch and call to the attention of school nurse.
7. Ensure the cleanliness of tables and surrounding areas by washing tables when students leave the cafeteria.
8. Assist in establishing, implementing and supervising orderly disposal of food waste, return of trays and dismissal from the cafeteria.
9. Perform other related duties as assigned.
10. Daily processing of lunch tickets.
11. Perform any other duties or responsibilities designated by the Principal.
12. All other duties as assigned by your immediate Manager and/or Superintendent.

Responsibilities in recess:

1. Supervise students and maintain a cooperative atmosphere during recess.
2. Circulate among students and attempt to resolve minor problems as they arise.
3. Provide playground equipment and assume responsibility for daily storage after playground period.
4. Assist in organizing various play activities and games as approved by building administration.
5. Supervise dismissal of students from playground area.
6. Inform building administration immediately of any serious disciplinary problems.
7. Question any non-school visitors and refer them to main office to sign in.
8. Keep building administration informed of any safety concerns.
9. Establish and maintain a safe environment during recess.
10. Perform any other duties or responsibilities designated by the Principal.
11. All other duties as assigned by your immediate Manager and/or Superintendent.

Physical Demands:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions:

- Persons performing service in this position classification will exert 10 to 20 pounds of force to frequently lift, carry, push, pull or otherwise move objects.
- This type of work involves standing most of the time, but may involve walking for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Terms of Employment:

1. Salary as per Delran Township School District salary guide for the position
2. High School diploma or GED
3. Demonstrated ability to work successfully with children and adults
4. Good physical health and ability to perform assigned duties
5. Required criminal history background check

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

APPROVED BY THE BOARD OF EDUCATION: May 07, 2012