

West Orange-Cove CISD

JOB TITLE:	Cafeteria Monitor		
REPORTS TO:	Campus Principal	PAY GRADE:	1.0
DEPT. /SCHOOL:	Campus Assigned	DAYS EMPLOYED:	Instructional Calendar
FSLA:	Non-Exempt		

PRIMARY PURPOSE:

The role of the cafeteria monitor is to assist the campus administration with student supervision and management during lunch periods.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

High school diploma or equivalent

SPECIAL KNOWLEDGE/SKILLS

Ability to work with children
Ability to read, write and understand instructions
Learn and apply rules and regulations
Patience and a desire to help students succeed
Ability to follow health and safety regulations

MINIMUM EXPERIENCE

None required

ESSENTIAL FUNCTIONS:

- Monitor students as they enter and exit the cafeteria and while in eating
- Assist with implementing established discipline management procedures
- Assist students as needed
- Ensure cleanliness of student eating areas
- Perform other duties as assigned

PERFORMANCE OBJECTIVES:

- Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments
- Works cooperatively with others and maintains a positive attitude in the work environment
- Demonstrates initiative and good judgement in problem- solving and decision-making
- Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause
- Keeps informed of and complies with district and state policies, rules, and regulations
- Accepts supervisory direction and strives to improve job skills
- Demonstrates tact, courtesy and helpfulness in dealing with staff, students, parents, and visitors
- Demonstrates professional standards in appearance and personal conduct
- Recognizes needs of job and suggests ways to improve efficiency and productivity
- Maintains proper safety and security precautions to prevent unnecessary or unreasonable risk to injury to self or others

Cafeteria Monitor

WORKING CONDITIONS:

Busy environment
Daily interaction with teachers, students, and parents
Must maintain emotional control under stress
Prolonged standing, walking, and repeated bending

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Signature

Date