

Job Summary

Department: Elementary School

Job title: Lunch Monitor

Reports to : Principal

Supervises: 0

Position type : Part-Time

FLSA Status: Non- Exempt

Job Purpose: The Lunch monitor is responsible for monitoring cafeteria activities as well as supervising students.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Monitors all cafeteria activities for both breakfast and lunch periods.
- Monitors all meals for students and adults.
- Ensures all students in line are taking meals.
- Maintains and utilizes knowledge of meal patterns and monitors reusable meals.
- Applies knowledge of what constitutes a partial and full meal.
- Ensures lunch room is clean at all times.
- Monitors and ensures servers are wearing gloves.
- Monitors cafeteria functions including ensuring milk is chilled at all times.
- Supervises behavior of children and keeps order of children in lunch line.
- Hangs up food menu at entry way of the lunch room after the menu has been created and posted.

ADDITIONAL JOB DUTIES AND RESPONSIBILITIES:

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Problem solving skills
- Ability to work around children

- Ability to stand for long periods of time
- Ability to practice sound judgement
- Ability to work only during school calendar year
- Bilingual English/ Spanish preferred

EDUCATION and/or EXPERIENCE

- High School Diploma required or GED required
- Prior office and cafeteria experience preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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APPLY BY:

PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT WWW.GUADALUPECENTERS.ORG UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR APPLICATION.

OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.

Qualification Questions -

- Have you completed the following level of education: High school or equivalent?
- Do you speak Spanish?