



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Building Assistant

F.L.S.A. Non-exempt

QUALIFICATIONS:

- Ability to work well with others & communicate effectively with supervisor.
- Friendly, shows patience with children, and maintains positive demeanor.
- Works well with children.
- Ability to lift 40 lbs. to waist height occasionally.
- Ability to perform basic office functions in a fast-paced environment.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Organizes students as they enter the cafeteria into orderly lines for purchasing of food
2. Maintains order within the cafeteria.
3. Maintains visibility by circulating among the tables and helps children who need help and resolves minor problems that might arise.
4. Informs teacher and/or principal of any serious problems arising within the cafeteria.
5. Immediately notifies principal or administrative assistant in the event of a discipline problem that is considered to be serious.
6. Supervises dismissal of students from lunchroom.
7. Maintains the rules of the cafeteria and is consistent with discipline.
8. Notifies the custodian of any large spills and provides assistance keeping table tops clean.
9. Maintains a pleasant and positive attitude with the children in the lunchroom.
10. Observes all time schedules for arrival and dismissal of children from the cafeteria.
11. Move about the cafeteria and move quickly to students who are needing assistance.
12. Performs general office tasks (i.e. making copies, answering the telephone, greeting office visitors, preparing materials) as assigned.
13. Provides breaks to other staff in the building for meals, meetings, or other needs.
14. Consistently carries through with the rules established at the building or by district policy.
15. Communicates with administrators or teachers about student needs or concerns.