



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Middle School Lunchroom Supervisor/Copy Assistant

**F.L.S.A.** Non-exempt

### QUALIFICATIONS:

- GED or High School Diploma preferred.
- 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 and copy functions in a fast paced environment.

**REPORTS TO:** Building Principal

**TERMS OF EMPLOYMENT:** Hourly employment based on Classified Agreement

### 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, 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, while treating students with respect and courtesy.
8. Notifies the custodian of any spills or need for cleaning assistance.
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. Handles copying projects and performs basic office duties as needed.
12. Prioritizes copying projects to be completed in a timely manner and ensures accuracy in the delivered product.
13. Performs multiple tasks simultaneously when working on copying and other projects in order to maximize efficiency.
14. Troubleshoots basic issues when completing copying projects.