

Job Description

Job Title: Cafeteria Monitor
Job Classification: Non-exempt
Position is non-contracted and part-time

Supervisor: Principal
Pay Grade: \$12.00 per hour

Job Summary

Position is responsible for monitoring and assisting students during breakfast and lunch.

Essential Duties

1. Seats students in the cafeteria.
2. Monitors student behavior by circulating and interacting with students during meals; encouraging students to wait in line in an orderly fashion; encouraging students to focus on eating and not talking; encouraging students to pick up their trash; encouraging students to leave the cafeteria in an orderly fashion.
3. Monitors students as they use the trashcans.
4. Cleans the tables, chairs, and floors where students have eaten.
5. Sweeps the cafeteria floor thoroughly at the completion of lunch.
6. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Ability to follow written and oral instructions. Desire to put forth best effort in all assigned duties. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods; exhibit manual dexterity to clean assigned area; speak in audible tones so that others may understand clearly; ability to move around cafeteria and to bend and stoop.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/cafeteria environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Cafeteria Monitor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 10/2022 CR