

**Job Title:** Early Head Start - Cafeteria  
Monitor/Lunch Relief

**Pay Grade:** Auxiliary - 1

**Reports to:** Program Director

**Revised:** 2/2/2024

**Dept./School:** Crockett Early Head Start

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**Primary Purpose:**

The role of the cafeteria monitor is maintain order and discipline in the cafeteria while providing an environment that is safe and enjoyable for the children.

**Qualifications:**

**Education/Certification:**

- High school diploma or equivalency

**Special Knowledge/Skills:**

- Ability to work with children

**Responsibilities and Duties:**

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

**General**

- Monitor students while they eat lunch each day.
- Organize students into orderly lines for purchasing food and direct them to assigned tables.
- Assist students to develop and observe proper dining habits both in terms of etiquette and nutrition.
- Organize students for orderly disposal of garbage, trays and utensils.
- Distribute ketchup, mayo, & mustard to students at their table.
- Circulate among tables to help children resolve minor problems during mealtime.
- Inform attending teacher of any serious problems.
- Supervise students as they move in and out of cafeteria.
- Assist with distribution/return of tickets.

**Other**

- Maintain confidentiality.
- Perform other duties as assigned by the principal/designee.
- Additional duties:

**Supervisory Responsibilities:** Students

**Miscellaneous:**

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Work with frequent interruptions and maintain emotional control

**PHYSICAL DEMANDS:** Ability to stand and walk for prolonged period of time, lift and carry up to 45 pounds, ability to climb, stoop, balance, and kneel, hear well, speak clearly, distinguish



colors, and visual acuity.

**Wage/Hour Status: Hourly**

**Pay Grade: Auxiliary - 1**

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

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