

Lunchroom/Copy Aide

Purpose Statement

The job of Lunchroom/Copy Aide is done for the purpose/s of assisting students, visitors and/or school personnel while in the lunchroom area; cleaning and maintaining the lunchroom area in a safe, attractive, and sanitary condition; as well as performing various other duties as needed and/or assigned.

Essential Functions

- Acts as a role model to students while in the cafeteria area for the purpose of assisting in a safe and enjoyable meal time and improving overall student attitude and performance.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Monitors students during assigned periods (e.g. cafeteria, indoor/outdoor recess, etc.) for the purpose of ensuring a safe and positive environment.
- Monitors students, visitors and site personnel, as needed, and/or assigned, for the purpose of ensuring that they understand and comply with cafeteria area rules and guidelines.
- Monitors cafeteria areas for the purpose of ensuring a safe and sanitary environment.
- Performs copying functions, as needed, for the purpose of supporting assigned administrator and/or site staff.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating standard office equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 0% sitting, 50% walking, and 50% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is not required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

3/15/2010

Salary Grade

INST 2