



Job Title: Lunch Monitor

Department/Group: Non-licensed

Position Summary/Purpose: Provide basic supervisory care of students under the direction of the teaching staff. Perform duties such as assisting students during lunch time and monitoring student behaviors within the lunchroom and during lunch recess.

Role and Responsibilities / Essential Job Functions:

- ☐ Assist students as they eat and/or drink
- ☐ Communicate with students to ascertain need for assistance
- ☐ Observe student food intake and report progress and dietary concerns to teacher
- ☐ Clean materials for student use before/during/after eating
- ☐ Work with others in a group or team
- ☐ Redirect student behavior as needed for student safety
- ☐ Report disciplinary issues to teaching/administrative staff
- ☐ Monitor student behavior within area where students eat
- ☐ Monitor student behavior during student recess time, both indoors and outdoors
- ☐ Perform other duties as assigned and appropriate to the position

Preferred Skills:

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Qualifications and Education Requirements:

High school diploma

Job training will be provided.

Working conditions / Environment:

Physical Demands:

walk, bend, twist at neck and trunk, squat, stoop, reach above head, reach forward, lift up to 25 pounds from shoulder to overhead, lift up to 50 pounds floor to waist with assistance, push/pull items over 90 pounds on wheels over carpeted, tiled, concrete, paved, dirt (or other outdoor surfaces), visual acuity close/distant/depth perception, hearing to receive information, verbal to exchange information

Environmental Conditions: indoor climate-controlled setting (for example: classroom, hallways, cafeteria, office, and auditorium) and outdoors throughout year Job tasks are performed in close physical proximity to other people

Examples of Equipment/Supplies Used to Perform Tasks: standard office equipment including photocopiers, computers, phone, and printers; specialized student equipment (for example: standers, walkers, wheelchairs, lifts, communication devices, flip charts)

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