



## **LUNCHROOM SUPERVISOR**

### **QUALIFICATIONS:**

- Minimum of a high school education or equivalent
- Previous experience in an educational or institutional setting preferred
- Strong communication skills with students and staff members
- Ability to adapt communication appropriately for purpose and audience
- Professional appearance and demeanor

### **REPORTS TO:**

- Principal, Assistant Principal or other designated supervisor

### **JOB SUMMARY:**

- Actively monitor, redirect and engage with students in a positive manner

### **PERFORMANCE RESPONSIBILITIES:**

1. Build positive, professional relationships with students and staff
2. Respond to requests promptly and respectfully
3. Be dependable with attendance to work in addition to properly using a punch clock system correctly in correlation to arriving to work and leaving work
4. Follow established safety protocols and practices
5. Daily supervision includes but is not limited to the cafeteria, student center and any other areas as deemed necessary by administration
6. Encourage appropriate lunchroom behavior
7. Assist with prompting students to their assigned location
8. Ability to be on feet and walk throughout the student lunch area(s) to actively supervise students
9. Engage in respectful conversations with students, redirect students as needed and be proactive in de-escalating situations that may arise

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.