

ST. CHARLES PARISH PUBLIC SCHOOLS
Lunch Monitor

PURPOSE STATEMENT – The job of Lunch Monitor is done for the purpose/s of providing assistance to students during the lunch program and supervise students to insure a positive and safe environment.

ESSENTIAL DUTIES

- Monitors and/or supervise students for the purpose of providing a safe and positive environment while reinforcing cafeteria behavior rules formulated by the school.
- Circulates among the tables during the meal period so as to be available to help children who need help (e.g., assist younger students with the proper use of utensils, resolve any minor problems that arise, etc.) for the purpose of assisting students as needs arise.
- Reports observations and incidents relating to specific students (e.g., accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Organize student movement (e.g., groups for orderly arrival and dismissal to and from the cafeteria, ensure students sit at assigned tables, disposal of food waste, trays and utensils, etc.) for the purpose of maintaining a safe, clean, orderly cafeteria.
- Clean and organize tables/chairs/assigned cafeteria areas for the purpose of maintaining clean and sanitary eating environment.

OTHER FUNCTIONS

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

PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills

- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately
- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

Physical Requirements:

Utilize resources from other work units when required to perform the job's functions. Must communicate verbally and through email with district schools when providing information.

Generally the job requires 10% sitting, 50% walking, and 40% standing and significant finger dexterity in

Revised
11/2024

order to operate a two-way radio and needs appropriate hearing to understand radio communication and appropriate vocalization to be understood over the two-way radio. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Employee's Signature

Date

Supervisor's Signature

Date