

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **CAFETERIA AIDE**

QUALIFICATIONS: High School diplomit

Minimum experience as determined by the board

Demonstrated ability to work successfully with children and adults and to perform assigned duties

Required criminal history background check

New Jersey residency required

REPORTS TO: Principal

SUPERVISES: The lunchroom activities under the directions of the building principal and assigned detaching staff.

JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.

7, Organizes groups for orderly dismissal from the cafeteria.

8. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Approved annually.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Revised: Dec. 17, 2019

Employee Signature