

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **LUNCHROOM AIDE**

SUPERVISOR: Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Ability to work with children.
3. Interpersonal skills.
4. Maintain current TB testing as required by Health Department regulations (after employment offer is made)

ESSENTIAL FUNCTIONS:

1. Assist in regular routines including, but not limited to assisting with student line-up for food service in the lunchroom in order to provide a safe and orderly lunchroom.
2. Follow expectations of district regulations for behavior in food service periods to ensure safe and orderly operations.
3. Monitor students as they enter and exit the food service area to provide a safe eating environment.
4. Assist in rearrangement of food service areas, cleaning and maintaining general orderliness to ensure that the facility is ready for any regular and /or special activities.
5. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
6. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Dexterity to manually move, pull or push objects of not more than 30 pounds.
2. Ability to respond to emergency situations.
3. Must work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008

