

Wyoming City School District Job Description

Job Title: Cafeteria/Recess Aide

Reports To: Building Administrator

FLSA Status: Non-Exempt

Category: Classified

Board Adopted: October 27, 2014

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Assists in the maintenance of the orderly, safe, and pleasant atmosphere in the cafeteria and/or recess by helping and supervising students during lunch and/or recess time.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

CAFETERIA

- Supervises students in the cafeteria during meals.
- Assists in establishing, implementing and supervising efficient and orderly means of purchasing lunches/food items from the cafeteria.
- Assists students with the purchasing of lunch.
- Circulates among the tables during the mealtime so as to be available to children who need help or resolve problems that arise.
- Helps students develop proper eating habits in the areas of manners and nutrition.
- Responds to student requests for assistance, and avoids being intrusive. Solves concerns discreetly.
- Ensures the cleanliness of tables and surrounding areas by washing tables when students leave the cafeteria.
- Assists in establishing, implementing and supervising orderly disposal of food waste, return of trays and dismissal from the cafeteria.
- Informs administration of any serious and/or persistent infraction of discipline rules by students.
- Maintains confidentiality about students in accordance with school and district guidelines.
- Maintains a positive, professional demeanor at all times including, but not limited to, use of appropriate language.
- Maintains an appropriate record of punctuality and attendance.
- Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance student learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Keeps the principal and teacher informed about persistent behavior problems.
- Performs any other duties or responsibilities designated by the Principal.

RECESS

- Supervises students and maintains a cooperative, safe atmosphere during recess while recognizing that students need opportunities to quietly pursue personal interests.

- Encourage positive play and cooperation while communicating playground and indoor recess rules.
- Emphasizes fair play and courtesy, and circulates among students and attempts to resolve minor problems/mediate impasses as they arise.
- Monitors and initiates action to protect students during adverse weather conditions.
- Assists in organizing various play activities and games as approved by building administration.
- Provides playground equipment and assumes responsibility for daily storage after the playground period.
- Responds to student requests for assistance, and avoids being intrusive. Solves concerns discreetly.
- Supervises dismissal of students from the playground area.
- Questions any non-school visitors and refer them to the main office for the proper sign-in procedures.
- Brings medical problems and injuries to the immediate attention of the health assistant.
- Informs building administration immediately of any serious and/or persistent disciplinary problems or safety concerns.
- Maintains confidentiality about students in accordance with school and district guidelines.
- Maintains a positive, professional demeanor at all times including, but not limited to, use of appropriate language.
- Maintains an appropriate record of punctuality and attendance.
- Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance student learning activities.
- Performs any other duties or responsibilities designated by the Principal.

SUPERVISORY RESPONSIBILITIES

Supervises volunteers or para-professionals who may be in the cafeteria and/or recess area.

EDUCATION and/or EXPERIENCE

Experience supervising/working with children preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid certificate/license as issued by the Ohio Department of Education. Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

OTHER SKILLS AND ABILITIES

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to

apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.