

RUMSON SCHOOL DISTRICT

Rumson, New Jersey

TITLE: CAFETERIA / RECESS AIDE

QUALIFICATIONS:

1. Minimum experience as determined by the board
2. Demonstrated ability to work successfully with children and adults and to perform assigned duties
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: The lunchroom and recess activities under the direction of the building principal and assigned teaching staff.

JOB GOAL:

To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria and during recess by helping and supervising students.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the cafeteria during meals and in designated areas during recess.
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 and the designated areas during recess so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher on duty and/or building principal 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:

Salary and work year to be determined by the CBA.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Rumson Board of Education

Date: September 28, 2016

LEGAL REFERENCES:

N.J.S.A.18A:6-7.1 Criminal history record
N.J.S.A.18A:16-1 Officers and employees
N.J.S.A.18A:16-2 Physical examinations; requirement
N.J.A.C. 6A:32-6 School employee physical examinations
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.