

JOB DESCRIPTION

Lunchroom/Playground Supervisor

Classification: ESP - Exempt

Reports to: Building Administrator

General Responsibilities: The lunchroom/playground supervisor supervises students during the lunch/recess period to ensure the health and safety of all students.

Knowledge and Skills:

Requires an understanding of confidentiality

Ability to establish and maintain effective and positive working relationships with students and staff

Ability to supervise, organize, and manage large groups of students

Fluency in English in order to communicate verbally and writing

Maintain regular attendance and punctuality

Fluency in Spanish (preferred but not required)

Performance Responsibilities:

1. Supervises students during the lunch/recess period
2. Supervises appropriate indoor activities when weather is inclement
3. Aids injured or ill students as necessary
4. Reports all student injuries, accidents, illnesses and discipline issues to the appropriate authority immediately, or as soon as reasonably possible
5. Maintains cleanliness in the lunchroom
6. Assists in cleaning tables and floor for next activity
7. Performs other related tasks as assigned by the building administrator
8. Directs movement of children to and from playground and/or lunchroom
9. Follows established procedures for entry, food purchase, seating, and waste disposal
10. Supervises and assists in the disposal of waste
11. Circulates among children during the lunch period to provide assistance where needed or to resolve minor issues
12. Maintains confidentiality about students and about staff
13. Notifies custodian of any large spills and provides assistance in keeping the table tops clean
14. Works cooperatively with others including food service staff and other lunchroom/playground supervisors
15. Is familiar with fire and tornado exit procedures, crisis management and assists with implementation if necessary
16. Performs other duties as assigned

Education and Credentialing:

High school diploma or equivalent required

Work Year:

10 month

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.	X			
Proofreading and checking documents for accuracy.		X		
Using a keyboard to enter, retrieve or transform data.		X		
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.				X
Working in confined area for 2+ hours at a time.				X
Working in an area that is very unpleasant due to temperature, odor, noise, etc.				X
Vocal communication is required for expressing or Exchanging ideas by means of spoken word				X
Occasional movement of students by wheel chair and other mechanical devices may be required			X	

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

August 29, 2012