



# Cicero School District #99

**Job Title:** *Lunchroom Student Supervisor*  
**Reports To:** *School Principal, Hostess, Back-up Hostess*

## Position Summary

*To help establish and maintain a safe, risk-free, and appropriate atmosphere in the cafeteria and to supervise students at play in the designated area during the lunch period.*

## Qualifications & Requirements

Demonstrate aptitude for the work to be performed  
The ability to complete the IDPH Food Service Handler Training and pass the Food Service Handler Test  
Bilingual Spanish/English required  
Communication skills  
The ability to organize and control students  
At least 4 hours of annual continuing education/training

## Duties & Responsibilities

- Organizes students into orderly lines for purchasing food and sees that they go to assigned tables
- Helps students develop and observe proper dining habits, both in terms of etiquette and nutrition
- Assists younger students with use of utensils as needed
- Organizes students for orderly disposal of food wastes, trays and utensils.
- Organizes groups for orderly dismissal from the lunchroom
- Circulates among the tables during the meal period to assist children who need help and to resolve any discipline problems that arise
- Brings food from coolers and freezers to appropriate area within the cafeteria
- Prepares the cafeteria area
- Services students and staff from the cafeteria counter/appropriate serving location
- Cleans trays and maintains trash and garbage collection area in a neat and sanitary fashion
- Cleans and maintains equipment as directed by hostess
- Supervises students at play outside in designated area and prevent harmful conduct
- Assists hostess, as necessary, in any other related responsibilities for the benefit of District students as assigned by lunchroom hostess, principal or Assistant Superintendent of Financial Operations, or the Assistant Superintendent's designee
- Work the complete two hour shift for the lunch program.

## Working conditions

Incumbent is required to supervise outside recess in various

## Physical requirements

Incumbent is required to:  
stand for extended periods of time; lift heavy objects on a regular basis; lift 50lbs or more on a regular basis; do repetitive tasks with few breaks.

## Terms of Employment

School Term

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).