

PLEASE POST

**The Elyria City Schools
VACANCY NOTICE
Classified Position**

DATE: DECEMBER 6, 2012

POSITION: GENERAL FOOD SERVICE
LUNCH MONITOR

LOCATION: ELYRIA EARLY CHILDHOOD VILLAGE
2 hrs. per day/187 days per yr.
11:15 a.m. - 1:15 p.m.

BASE RATE: \$10.65 per hr. Schedule 1-1

ROLE OBJECTIVE: To maintain a safe and orderly lunchroom, provide assistance, if applicable, in accordance with designated procedures, and in support of the educational program and all related activities.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Responsible for table set up in the lunch room, and removal and storage with assistance provided, following lunch period.
- Provides assistance to students as appropriate. This will include but not be limited to: opening containers, providing spork kits, etc...
- Performs routine cleaning of tables and floor area during the lunch periods.
- Responsible for cleaning and sanitizing lunchroom tables, and sweeping/mopping lunchroom floors following the lunch period.
- Maintains a clean, organized and safe tray breakdown station, and work area.
- Transports lunch debris to the designated pick-up point.
- Reports all student-related behavior issues and concerns to the Principal or designee, in accordance with building procedure.
- Provides knowledge and support to new building employees within the classification.
- Interacts with students, staff, parents and other community members in a positive and professional manner.
- Participates actively in meetings, activities and in-service training opportunities and utilizes information received to improve performance.
- Communicates appropriately with building and central office administrators and staff, co-workers, supervisors, students, parents and the public.
- Performs such other functions as directed by the supervisor as previously performed from time to time, such other functions that are reasonably related to the employee's responsibilities.

KNOWLEDGE/SKILLS/QUALIFICATIONS/CERTIFICATION:

- High School Diploma or equivalent.
- Ohio Department of Education Student Monitor Permit. (Annually).
- Successful completion of Ohio BCI and FBI background checks.

AVAILABLE: UPON BOARD APPROVAL

DEADLINE: If you are interested in the above position please complete an application at www.elyriaschools.org under job postings or a bid sheet in the Human Resources office no later than **4:00 p.m., FRIDAY, DECEMBER 14, 2012.**

“AN EQUAL OPPORTUNITY EMPLOYER”