

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Cafeteria Monitor

Department: School Office

Grade E
H.P.D. 3
D.P.Y. 189

Job Description

Date Reviewed: July 2023

Reports To: Principal

Purpose of Job

The purpose of this job is to perform as Cafeteria Monitor in the Clarksville-Montgomery County School system. Duties and responsibilities include assisting in maintaining safe mealtime standards by monitoring and assisting students, assigning seats, resolving problems, directing students into orderly lines and proper disposal of trays, and organizing classes for dismissal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares tables for classes; monitors children from cafeteria entrance to food line; organizes classes for orderly exit from cafeteria.

Directs the flow of classroom traffic from the food serving line to assigned seats; organizes classes for orderly dismissal at appropriate time; organizes students for proper disposal of trays.

May help students with proper dining habits in terms of proper nutrition and etiquette; instructs children on noise level requirements; informs attending teacher and/or administrator of any serious infraction of disciplinary rules.

Prepares Cafeteria Daily Classroom report to inform teachers of classroom behavior; prepares discipline reports and refers children for disciplinary action as needed.

Circulates among tables to keep order and assist children; resolves minor problems that may arise.

Ensures children's safety by keeping the floor free of debris; supervises children as they wipe tables and chairs; sweeps and mops spills when custodian is unavailable.

Escorts or calls office to assist with ill or injured children; prepares accident reports as needed; monitors children with special needs such as health problems, disabilities, etc.

Communicates with Principal/Assistant Principal regarding student or parent problems.

Assist children with necessary forgotten items forks, spoons, straws, napkins, drinks, etc.

May plan effective programs for cafeteria management.

May open items for students requiring assistance.

Assists in trash disposal and monitoring the cleaning of tables.

May implement systems of reward/recognition for students.

Monitor the timeliness of class arrival and departure and report to the principal as needed.

Monitor the allergen free table as needed to prevent contamination.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required, with some experience supervising students in a similar environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires knowledge of CPR/Heimlich Maneuver.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date