Cape Girardeau Public School District No. 63 Job Description

Job Title: Lunch Supervision

Report To: Principal

Receives Guidance From: Principal

Requirements:

- Education Level: High school diploma
- Experience Desired: None
- Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent crouching, grasping, hearing, holding, repetitive motions with wrists, hands and fingers, opening, pulling, pushing, reaching, speaking, standing, talking, turning and walking. Frequent bending over and carrying are also required.
- Other Requirements: Use of good judgment and practice of positive interpersonal relations. Ability to keep student information confidential.

Essential Duties and Responsibilities:

- Monitors and responds to student behavior at meal times.
- Reports incidents requiring discipline.
- Serves lunches, helps with clean up.
- Administers first aid.
- Performs other duties as assigned.

Working Conditions:

A. Inside Outside Both

B. Climatic Environment:

Occasionally subjected to outside and cold below 32 degrees, heat above 100 degrees, extreme noise, fumes, odors, and poor ventilation.

C. Hazards:

Occasionally subjected to mechanical and electrical devices.

Caution required to avoid potential burns.

D. Work Year:

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

| Approved by: | | Date: | |
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| | | | |
| Reviewed by: | | Date: | |
| | Human Resource Coordinator | | |

Revised: August 1, 2013