

**MSAD #28  
JOB DESCRIPTION**

**LUNCH MONITOR**

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. State of Maine fingerprinting and background check required.

**REPORTS TO:** Building Administrator

**JOB GOAL:** To supervise and assist students during lunch period in an atmosphere of safety, efficiency, cleanliness, and friendliness.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise students in the cafeteria during lunch periods in serving lines, while eating, and during dismissal.
2. Supervise students outside the building on school grounds, including on playground equipment, ensuring the safety of all students.
3. Maintain good order in the cafeteria according to district policies and school procedures.
4. Assist students and staff as needed.
5. Maintain positive and professional communication with students, staff, parents and other community members.
6. Perform other duties as assigned.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.

2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak.
4. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** School year. This position will be filled only when there is a specific need identified by the administration and reviewed by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with the job description.

**History:** 10/16/13

Approved: April 14, 2021