



### **CAFETERIA AIDE**

#### **QUALIFICATIONS:**

1. Ability to read, write and to perform assigned duties
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
5. All applicants must meet NJ residency requirements as per the “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

**REPORTS TO:** Principal

#### **JOB GOAL:**

To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise students in the cafeteria during meals.
2. Maintain a system for orderly food purchase by students, disposal of food waste, and return of trays
3. Ensure students are seated in assigned areas
4. Circulate among the tables during the mealtime to be available to children who need help or to resolve any minor problems that may arise
5. Inform assigned teacher of any serious infractions of school rules by students
6. Ensure the cleanliness of tables and surrounding areas
7. Organizes groups for orderly dismissal from the cafeteria
8. Perform other duties as assigned

#### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment, which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation to contact the Personnel Department.



# Township of Union Public Schools

## Job Description

**Vision:** (which may be corrected) good eyesight to monitor student behavior and ensure safety

**Hearing:** (which may be corrected) adequate hearing to communicate effectively with students, the bus driver, parents and other staff

**Speech:** to be understood in face-to-face communications

**Lifting and Carrying:** ability to lift, carry or move items such as trays, boxes of food, and supplies, often weighing up to 15 pounds

**Standing and Walking:** ability to stand for long periods and walk around the cafeteria, supervising students, cleaning tables or restocking supplies

**Bending and Reaching:** frequent bending, stooping, and reaching to clean tables, pick up trash, or access supplies

**Manual Dexterity:** ability to handle trays and other food-related equipment

**Pushing and Pulling:** ability to push carts, trays, and cleaning equipment around the cafeteria

**Stamina:** endurance to work in a busy environment during meal periods, sometimes with noisy, active students

**Coordination:** good coordination and balance for navigating through crowded spaces, avoiding spills, and ensuring safety in a busy environment

**TERMS OF EMPLOYMENT:** 10 month employee - Salary and work year to be determined by the board of education.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by:** Township of Union Public Schools

Date:

**Reviewed and Agreed to by:**

Date: