

JOB DESCRIPTION

1400.05
PLAYGROUND/CAFETERIA AIDE

BOARD OF EDUCATION
FAIRFIELD, NJ

SUPPORT STAFF
NON-CERTIFICATED

CAFETERIA/PLAYGROUND AIDE

Qualifications:

1. High School Diploma
2. Minimum experience, as determined by the Board
3. Demonstrated ability to work successfully with children and adults and to perform assigned tasks
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: Building Principal

Supervises: The lunchroom and playground activities under the direction of the building principal and assigned teaching staff.

Job Goal:

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

Performance Responsibilities

1. Supervises students in the cafeteria during meals and on the playground during recess.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Circulate on the playground during recess to be available to children who need help or to resolve any minor problems that arise.
6. Informs assigned teacher of any serious infractions of discipline rules by students.
7. Ensures that the floor and areas around the tables are free of debris for the safety of the students.
8. Organizes an orderly dismissal from the cafeteria to the playground and back to the classrooms after recess.
9. Performs other related duties, as assigned.

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Terms of Employment:

Salary and work year to be determined by the board of education.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Reference:

N.J.S.A.: 18A:6-7.1, 18A:16-1 & 2,

N.J.A.C.: 6:3-4A-4

Adopted: October 21, 2008
Re-adopted January 10, 2013