

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Cafeteria Monitor

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Reports to: Principal/ Superintendent

Job Goal: To assist students in the cafeteria, to maintain discipline and to help make the meal shifts run smoothly.

Performance Responsibilities:

- Maintains discipline in the cafeteria.
- Wipes tables and seats down between each lunch shift (done by students at Mill Creek).
- Make sure students pick up trash before leaving the cafeteria.
- Contacts custodian to clean/wipe up spills as needed.
- Assists students if they need help or forget silverware, milk, etc.
- Makes sure students put silverware and trays up when they are finished.
- Dismiss and line-up students.
- Regular and dependable attendance.

SUPERVISORY RESPONSIBILITIES: Supervises students.

EDUCATION and/or EXPERIENCE: *High school diploma or equivalent; mature; reliable; neat appearance; ability to communicate well with students, faculty, and parents; ability to handle confidential matters. Experience working with children preferred.*

LANGUAGE SKILLS: *Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.*

MATHEMATICAL SKILLS: *Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.*

OTHER SKILLS and ABILITIES: *Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.*

PHYSICAL DEMANDS; *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to stand, walk, talk or hear. The employee is occasionally required to reach with hands. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.