



Job Description

Job Title: Cafeteria Dining Monitor

Reports to: Cafeteria Manager and Building Administrator

Qualifications/Job Requirements:

1. Must possess a high school or general equivalency diploma;
2. Must be able to understand and follow verbal and written instructions;
3. Must be able to meet associated working factors of physical stamina to include tolerations of continual standing, walking, frequent stooping, bending, kneeling, and minimum carrying.

Responsibilities and Essential Functions:

- Communicates with students and school staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills
- Circulates throughout the cafeteria or in areas where meals are served and/or eaten – assisting those students who need assistance
- Completes light cafeteria cleaning tasks (such as wiping tables/seats, sweeping, cleaning spills, and keeping food/non-food trash off the floor) between meal service periods
- Monitors students during meal service and reports behavior associated incidents to the students' assigned teacher or principal (according to the guidelines established by the individual school site)
- Dismisses classes in an orderly manner at the scheduled time
- Maintains physical demands required, 75% walking and 25% standing
- Follows established procedures to meet high standards of cleanliness, health and safety
- Performs other duties as assigned by the cafeteria manager and/or building administrator

FLSA Status: Non-Exempt

Terms of Employment: 178 Day Calendar; Part-Time; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.