



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Temporary Cafeteria/Grounds Monitor

Salary Block: Temporary Employee

Reports To: Designated Campus Administrator

Terms of Employment: Student Calendar

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to monitor and provide students a safe learning experience in the cafeteria and in the playground of a school.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher (preferred)

Special Knowledge/Skills:

- Demonstrate ability to effectively communicate with district employees, parents, and students

Experience:

- Previous experience in supervising children preferred

Major Responsibilities and Duties:

1. Organizes students into an orderly line for purchasing food and sees that they go to their tables in an orderly fashion.
2. Helps students develop and observe proper dining habits both in terms of etiquette and nutrition.
3. Assists younger students with use of utensils when needed.
4. Organizes students for orderly disposal of food wastes, trays and utensils.
5. Supervises the orderly dismissal of students from the cafeteria.
6. Circulates among the tables during the meal period assisting children who need help and to resolve any minor problems that arise.
7. Informs the teacher or principal of any serious infraction that may occur.
8. Supervises students and maintains a harmonious atmosphere on the playground.
9. Directs movement of students to and from the playground.
10. Directs any individual on the playground that is not connected with the school to the principal's office.
11. Immediately reports suspicious individuals found on the school grounds to the principal.
12. Upholds and adheres to safety rules and policies of the SISD safety program.
13. Supports the goals and objectives of the school district and follows all district policies.
14. Demonstrates the ability to attend work on a regular or routine basis to avoid disruption of district operations.
15. Performs any other duties as assigned by the appropriate supervisor.
16. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; Ability to communicate effectively (verbal); maintain emotional control under stress.

ADOPTED: 3-5-85

AMENDED: 2-5-91, 3-2-93, 8-9-06, 8-10-06, 1-10-13, 7-08-14, 10-5-16
10-23-17, 9-25-19

Temporary Cafeteria/Grounds Monitor

Physical Demands/Environmental Factors: Moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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