

Lunchroom Aide

Branchburg Township School District

Branchburg, New Jersey

I. Title: Lunchroom Aide

II. Qualifications:

- High School Graduate
- Evidence of interest in children and good moral character
- Ability and willingness to accept and follow directions from Principal and Classroom teachers
- Ability to “control” large groups of children
- Meet state mandated health requirements and all requirements of NJSA18A:6-7.7.1

III. Reports To: Building Principal

IV. Job Goal: To assist the organization of the lunchroom as well as ensure the health and safety of students during their lunch time.

V. Performance Responsibilities:

- Assist in set up of lunchroom
- Assist in seating of pupils
- Maintain general order and acceptable pupil deportment
- Assist in student line from tables to purchase meals
- Help younger children with milk cartons, straws, Thermos bottles, spilled food
- Escort ill children to nurse’s office
- Assist in disposal of trash when pupils finish lunch
- Maintain student sign-in/out
- Monitor time and keep lunchroom on schedule by announcing times to clean up
- Monitor volunteers/help in cleaning cafeteria tables and floors
- Assist in dismissal of pupils
- Assist in clean-up of eating areas and storage of tables

VI. Terms of Employment:

- No fringe benefits. Salary to be set by the Board of Education.

VII. Evaluation:

- Performance of this job will be evaluated annual in accordance with state law and the provisions of the Board’s policy on evaluation of personnel.

Board of Education Approved: April 25, 2013

Revised: November 5, 2020