

**FLEMINGTON-RARITAN REGIONAL SCHOOLS**  
**Job Description**

**TITLE:** CAFETERIA / RECESS AIDE SUPERVISOR

**QUALIFICATIONS:**

- Substitute certificate.
- Demonstrated ability to work successfully with children and adults.
- Good physical health and ability to perform assigned duties.
- Required criminal history background check and proof of US citizenship or legal resident alien status.
- Current CPR/EPI Pen certification.
- Mandated professional development.

**REPORTS TO:** Principal/Vice Principal

**SUPERVISES:** The lunchroom activities under the direction of the building administration.

**JOB GOAL:** To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students during lunch and recess time.

**RESPONSIBILITIES**

**IN CAFETERIA:**

- Supervises students in the cafeteria during meals.
- Establish an efficient and orderly means of purchasing lunches/food items from the cafeteria, including handing out meal tickets.
- Circulates among the tables during the mealtime so as to be available to children who need help or resolve problems that arise.
- Help students develop proper eating habits in the areas of manners and nutrition.
- Informs administration of any serious infraction of discipline rules by students.
- Observe students not eating lunch and call to the attention of school nurse.
- Ensures the cleanliness of tables and surrounding areas by washing tables when students leave the cafeteria.
- Assist in establishing, implementing and supervising orderly disposal of food waste, return of trays and dismissal from the cafeteria.
- Performs other related duties as assigned.
- Confer with building administration and when necessary parents to help correct behavioral concerns.
- Daily processing of lunch tickets.
- Performs any other duties or responsibilities designated by the Principal.

**AT RECESS:**

- Supervise students and maintain a cooperative atmosphere during recess.
- Circulate among students and attempt to resolve minor problems as they arise.
- Provide playground equipment and assume responsibility for daily storage after playground period.
- Assist in organizing various play activities and games as approved by building administration.
- Supervise dismissal of students from playground area.
- Inform building administration immediately of any serious disciplinary problems.
- Question any non-school visitors and refer them to main office to sign in.
- Confer with building administration to help correct behavioral concerns.
- Keep building administration informed of any safety concerns with regard to playground equipment.
- Keep building administration informed of any safety concerns.
- Establish and maintain a safe environment during recess.
- Performs any other duties or responsibilities designated by the Principal.

**TERMS OF**

**EMPLOYMENT:** Salary and benefits as per FREAA contract plus \$1,000 stipend for supervision

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

**APPROVED BY:** Flemington-Raritan Board of Education **DATE:** August 23, 2004

**REVISED:** June 11, 2018