

## ROWLAND HALL SCHOOL POSITION DESCRIPTION

**MISSION:** Rowland Hall inspires students to lead productive and ethical lives through a college preparatory program that promotes the pursuit of academic and personal excellence.

**TITLE:** Lunchroom Monitor

**REPORTS TO:** Specialty Principal

### **PREFERRED QUALIFICATIONS:**

- High School Graduate, some college preferred
- Able to communicate clearly with children and teachers
- Child Care experience preferred

**JOB SUMMARY:** Daily management of the flow of students in and out of the cafeteria during lunch hours, including but not limited to cafeteria set up, monitoring student behavior, assisting children as needed, dismissal of students for recess, and assisting the administrator on duty.

### **RESPONSIBILITIES:**

- Arrive at 11:15 to set up.
- Set up lunch tray disposal area with cart, tub of soapy water and thermos of hot water
- Greet children, help them find what they need and follow lunchroom behavior expectations
- Help with the organized dismissal of the children
- Wipe off tables after departing students, readying tables for next grade level
- Anticipate potential problem situations and intervene or report to the administrator on duty
- Make yourself available to and follow the lead of the administrator on duty
- Help make lunchroom experience pleasant for students

### **OTHER DUTIES:**

- Chat with students, help them problem solve, and remind them to sit down and eat
- Remind students to clean up
- Pour hot water for students' cup of noodles
- Heat up food in microwave when requested
- Advertise unclaimed lunchboxes and coats left on the stage from the preceding day.

**HOURS:** Hourly as assigned

**BENEFITS INCLUDE:** Free lunch, free parking close to U of U, \$15 per hour, excellent opportunity to work with children

**Equal Employment Opportunity:** Rowland Hall believes that each individual is entitled to equal employment opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, age, physical disability, medical condition, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws ("Protected Status"). Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.