

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Lunchroom Aide

JOB CODE: 5734

DEPARTMENT: Elementary Schools

PAY GRADE: 13 (B4)

DATE: 07/01/2006

BASIC OBJECTIVES

Performs simple and routine duties in an elementary school cafeteria to assist children and maintain orderly conduct during meal service.

JOB TASKS/RESPONSIBILITIES

1. Follows detailed instructions and defined practices and routine procedures to observe and assist pupils during cafeteria hours.
2. Responsible for seating classes promptly and properly and assist students in opening cans, milk cartons, etc.
3. Provides students with needed assistance such as opening packages and encouraging students to eat their meal during the designated time frame.
4. Instructs pupils to follow health and safety practices and to observe good manners.
5. Checks that tables are clear and free of trash, spills taken up and deposited in waste cans.
6. Maintains order and disciplines students as required.
7. Dismisses classes at proper time and reminds students not to leave any items on the tables.
8. Performs other related duties as requested by the school principal to facilitate monitoring functions in a school cafeteria.

PHYSICAL REQUIREMENTS

This is light physical work requiring the following physical activities: bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity grasping, feeling, repetitive motions, talking hearing acuity and visual acuity. The work is performed indoors and the worker is exposed to loud noise levels.

MINIMUM QUALIFICATIONS REQUIREMENTS

Ability to read, write and understand written instructions.

Prior revision date(s): 04/05/94, 03/02/01

Reclassification to PG 13, effective 07/01/2006, per 2006-2009 AFSCME successor contract