



STAFF PERSONNEL POSITION DESCRIPTION

Position:	Lunchroom and Recess Aide
Employment Schedule:	10 month Part-Time
Evaluation:	Annual
Reports to:	Director of Food Service
Supervises:	Students
Compensation:	Hourly

Position Purpose:

The Lunchroom and Recess Aide's primary goal is to assist lunchroom staff in monitoring students and maintaining a safe and efficient lunchroom and recess environment.

Essential Duties and Responsibilities:

Lunchroom Aide:

- Work with the cafeteria staff to check in students as they enter the cafeteria for lunch.
- Be sure students are seated and raising their hands for things they may need. (straws, napkins, condiments etc.)
- Monitor behavior of students according to cafeteria expectations.
- Be sure the cafeteria is clean and all trash is thrown away.
- Dismiss tables to go outside to recess.
- Walk students to the recess doors.
- Be trained by Mrs. Baldrige in relation to expectations and management.

Recess Aide:

- Meet students at the recess doors and escort them outside.
- Monitor playground behavior according to recess expectations.
- Work closely with the teacher assigned to recess supervision.
- Blow whistle at the end of recess.
- Monitor the children as they line up quietly.
- Dismiss students to walk inside once they are quiet.
- Be sure that playground equipment is put away.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity
- Accept & support Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values
- A deep commitment to, and personal understanding of, the principles of a Christian education

Position Qualifications:

- Candidate must be able to pass a background check.
- Candidate must be able to effectively communicate with students and other staff
- Candidate must have experience working with children

Physical Demands:

- Must be able to sit and/or stand for long periods of time
- Must be able to stoop, kneel or crouch
- Able to lift items of 20 lbs.