

SECTION I: GENERAL INFORMATION

Classification Title: Helper Monitor	Department: Nutrition Services	Unit: Nutrition Services
Immediate Supervisor: Kitchen Manager	Grade Placement:	FLSA Status: Non-exempt

Job Summary:

Under the direction of the Nutrition Services - Program Supervisor and guidance of the Kitchen Manager, the Helper Monitor is responsible for supervising and monitoring the activities of students in the lunchroom to ensure their safety and for enforcing proper behaviors. Duties include mopping up student spills, sanitizing and cleaning tables between sections.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors the behaviors of students during lunch periods/sections in meal lines, self serve, condiment, cooler and dining areas. Monitors and enforces behavioral rules and policies to ensure the safety of students.
 - Assures lunchroom behavior is appropriate during lunch periods.
 - Handles student incidents.
 - Records written accounts of behavioral infractions, health concerns or injury reports.
2. Monitors self serve salad bar, condiment table, food/waste/recycling bins, and dish return areas for safety and sanitation issues.
 - Restocks milk coolers, rinses meal trays, and operates dish machine, as needed.
 - Refills and replenishes self-service areas in between lunch shifts, as needed.
3. Assists in the clean up of tables and lunch areas while supervising students in the cafeteria.
 - Mops floors and cleans up student spills.
 - Cleans, sanitizes and wipes tables after lunch.
4. Performs other duties of a comparable level or type, as required.
 - May backup help server during meal service, as assigned.
 - Attends in-services and daily service briefings or equivalent.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

LICENSE/ CERTIFICATION	Identify licenses/certification required: No specific licenses or certifications needed prior to hire. ServeSafe required after hire.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with school staff, students, and the public. • Communicating and enforcing school policies and procedures. • Applying judgment when dealing with students. • Maintaining logs required of job. • Monitoring student behavior and safety issues. • Performing general clerical and support tasks required in accordance with district and building procedures.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
less than high school diploma				Major field of study or degree emphasis:			
x	High school diploma or GED.						
	1 year college		2 years college				
	3 years college		4 years college				
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of school practices, policies, procedures and administrative guidelines pertaining to job responsibilities. • Knowledge of district disciplinary rules and rules of student conduct. • Basic operation of kitchen equipment 			
2nd year graduate level							

Required Work Experience in Addition to Formal Education/Training:
No prior experience required.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				x	Up to 10 lbs				x
Walk				x	Up to 25 lbs		x		
Sit	x				Up to 50 lbs		x		
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job. Job involves standing and walking for prolonged periods.	
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
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Department Head's Signature	Date
Classification History: Created classification description 5/2016 BCC	

