

ROSEVILLE CITY SCHOOL DISTRICT
Personnel Office

NOTICE OF POSITION VACANCY

**MEAL DUTY SUPERVISOR
VARIOUS LOCATIONS
POSITIONS AVAILABLE STARTING AUGUST 25, 2009
(1ST THROUGH 8TH GRADES)**

PURPOSE STATEMENT: The job of Meal Duty Supervisor is done for the purpose/s of providing for the safety and welfare of students during lunchroom activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact a general well being of students and school personnel

QUALIFICATIONS: Ability to work with children and supervise their activities.

SUPERVISION FROM: Site Supervisor

SALARY: \$11.02 per hour

HOURS: 1-1.3/4 hours per day

APPLICATION PROCEDURE: Submit a District Application to:

Personnel Services
1050 Main Street
Roseville, CA 95678

www.rcsdk8.org

DEADLINE FOR FILING: **OPEN UNTIL FILLED**

AN EQUAL OPPORTUNITY EMPLOYER

7/27/09

THE ROSEVILLE CITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT. ALL EMPLOYMENT OPPORTUNITIES WILL BE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY.

JOB DESCRIPTION
Roseville City School District

MEAL DUTY SUPERVISOR

Purpose Statement:

The job of Meal Duty Supervisor is done for the purpose/s of providing for the safety and welfare of students during lunchroom activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact a general well being of students and school personnel.

This job is distinguished from similar jobs by the following characteristics: assignments are specific and clearly defined. Incumbents must be attentive to the activities and location of all students within the cafeteria area and/or playground.

This job reports to Principal or Designee

Essential Functions

- Assists students (e.g. retrieving utensils, cleaning spills, finding seats, etc.) for the purpose of ensuring a safe, timely and healthy mealtime experience.
- Communicates lunch room rules and processes to students and staff for the purpose of providing information and/or direction and supporting a safe, timely and healthy mealtime experience.
- Facilitates lunchroom activities (e.g. food lines, tray stacking, return to class, etc.) for the purpose of ensuring a safe and healthy mealtime experience.
- Intervenes incidents, complaints, accidents and/or potential emergency situations for the purpose of minimizing lunchroom disruptions and/or injury to involved parties.
- Monitors students' lunch during lunch periods (e.g. cafeteria, playground, etc.) for the purpose of enforcing school rules regarding behavior and participation, and/or ensuring the safety and welfare of students.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: recognizing behavior predictors.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and tracking budget expenditures. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 60% walking, and 40% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

As Needed

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 16