Lunch Aide
UF4100

Job Overview:

The Lunch Aide Attendant may work in any school on client premises. This individual assists in the maintenance of the cafeteria and in supervising students during lunch and recess time. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards.

General Responsibilities:

- Supervises and monitors students in the cafeteria during meals and at recess either indoors or outside.
- To be always alert to the students and their needs.
- Circulates through the cafeteria during meals, making self-available to students who need any assistance.
- Maintains order in the cafeteria, reinforces manners, eating habits and cleanup procedures.
- Wash all lunch tables after each class uses them.
- Inform building administrator or principal immediately of any serious problems.
- Establish and maintain a safe environment during lunch and recess.
- Enforce safety rules and appropriate behavior standards and playground/cafeteria policies set by the principal.
- Provides first aid needs to students when needed.
- Supervises students when traveling from lunchroom to classrooms or playground.
- Supervise students in designated classrooms in the event of bad weather.
- Assist students with salad bar, condiments, utensils, etc.
- Restricts students from roughhousing, horseplay, or other inappropriate behavior
- Controls the play environment on the playground or in the building
- Complies with all company safety and risk management policies and procedures
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments
- Is proficient in all OSHA and local requirements related to all assigned work
- Performs all work in accordance with established safety procedures
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:
Experience/Knowledge:

- High School diploma, GED, or equivalent experience.

- No previous experience required.

Skills/Aptitude:

- Knowledge of school regulations, practices, and procedures.
- Always maintains a positive demeanor and uses appropriate language.
- Demonstrates punctuality and outstanding attendance.
- Maintain confidentiality about students based on district guidelines.
- Ability to effectively monitor students and supervise during lunch and recess.
- Demonstrates patience and understanding when working with children.
- Ability to resolve problems between students.
- Ability to learn and use established techniques for the efficient and compliant completion of duties
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers, students and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Ability to work well under pressure.
- Adequate/reasonable oral and written communication skills.
- Adequate/reasonable management and organizational skills.
- Ability to work well alone and in a team.

License/Qualifications
Certifications:

- First Aid Training

General Qualifications:

- Must pass a background check – required by school district.
- Demonstrates the ability to work successfully with children and adults.
- Willingness to be open to learning and growing.
- Appropriate maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours)
- Ability to work a flexible schedule.
- Must comply with any dress code requirements.

Physical Requirements:

- Ability to supervise outdoor recess during all types of weather.

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Lunch time is an indoor setting; however, you will take students outside for recess based on weather conditions.
- The noise level in the work environment is moderate to loud.
- Wears a uniform and Personal Protective Equipment required by the work environment or governmental regulations.
- Will be exposed to various cleaning chemicals.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ _____ **Date**_____
Manager_____ _____ **Date**_____