

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Cafeteria Monitor**

**Department: Food Service**

**Grade B  
H.P.D. 3  
D.P.Y. 189**

**Job Description**

**Date Reviewed: January 2004**

**Reports To: Principal**

**Purpose of Job**

The purpose of this job is to perform as Cafeteria Monitor in the Clarksville-Montgomery County School system. Duties and responsibilities include assisting in maintaining safe mealtime standards by monitoring and assisting students, assigning seats, resolving problems, directing students into orderly lines and proper disposal of trays, and organizing classes for dismissal.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares tables for classes; monitors children from cafeteria entrance to food line; organizes classes for orderly exit from cafeteria.

Directs the flow of classroom traffic from the food serving line to assigned seats; organizes classes for orderly dismissal at appropriate time; organizes students for proper disposal of trays.

May help students with proper dining habits in terms of proper nutrition and etiquette; instructs children on noise level requirements; informs attending teacher and/or administrator of any serious infraction of disciplinary rules.

Prepares Cafeteria Daily Classroom report to inform teachers of classroom behavior; prepares discipline reports and refers children for disciplinary action as needed.

Circulates among tables to keep order and assist children; resolves minor problems that may arise.

Ensures children's safety by keeping the floor free of debris; supervises children as they wipe tables and chairs; sweeps and mops spills when janitor is unavailable.

Escorts or calls office to assist with ill or injured children; prepares accident reports as needed; monitors children with special needs such as health problems, disabilities, etc.

Communicates with Principal/Assistant Principal regarding student or parent problems.

Assist children with necessary forgotten items forks, spoons, straws, napkins, drinks, etc.,)

May plan effective programs for cafeteria management.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or GED) preferred, with some experience supervising students in a similar environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires knowledge of CPR/Heimlich Maneuver.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO  
PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to work, move or carry children and cafeteria objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Cafeteria Monitor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Cafeteria Monitor.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in assisting children and using cleaning equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to job of Cafeteria Monitor.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, and cafeteria practices as they pertain to the performance of duties relating to the job of Cafeteria Monitor. Has general knowledge of cafeteria practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**