POSITION DESCRIPTION

TITLE: Cafeteria and Hall Monitor
LOCATION: 
REPORTS TO: Principal
DEPARTMENT: Elementary/Secondary

SUMMARY STATEMENT:
Under the supervision of the building Principal, the Cafeteria and Hall Monitor is responsible for supervising and monitoring students in the cafeteria, hallways, and common areas of the school.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and parents.
2. Supervise and monitor students as they enter and leave the cafeteria.
3. Maintain order and flow of student traffic around the cafeteria and in hallways during passing times.
4. Enforce cafeteria rules and procedures.
5. Carry out discipline procedures as defined by the building principal.
6. Insure safety and security in designated area.
7. Communicate and problem-solve with students.
8. Perform first aid/CPR when necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
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<tbody>
<tr>
<td>Standing (66-100%)</td>
<td>Walking (66-100%)</td>
<td>Acceptable Attendance</td>
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May be required to work outside in inclement weather conditions.

MENTAL DEMANDS REQUIRED:
| Verbal Communication (66-100%) | Problem Solving (66-100%) |

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Whistle and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Demonstrated ability to communicate effectively with students, staff, and parents.
2. Demonstrated ability to effectively apply techniques in working with students in the area of behavior management.
3. Must possess a current First Aid/CPR card, or be able to acquire within 30 days.
4. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
New
Revised Date: 11/08/2016
Classification: Staff Assistants
Class: Class I
Display on Web? Yes

Cafeteria and Hall Monitor