

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

**TITLE:** CAFETERIA/PLAYGROUND ASSISTANT

**QUALIFICATIONS:**

1. Minimum High School Diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal, Cafeteria/Playground Supervisor,  
Cafeteria/Playground Assistant in Charge

**SUPERVISES:** The lunchroom activities under the direction of the building principal and Cafeteria/Playground Supervisor.

**JOB GOAL:** To assist in the maintenance of an orderly, safe, and pleasant atmosphere in the cafeteria or playground by helping and assisting with the supervision of students at mealtime or during recess.

**PERFORMANCE RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Assists with the supervision of students in the cafeteria during meals or playground during recess.
3. Maintains a system for orderly food purchase by students, disposal of food waste, return of trays and utensils, or distribution and collection of playground equipment.
4. Sees that students are seated or playing in assigned areas.
5. Circulates among the tables during the mealtime or the playground during recess so as to be available to children who need help or to resolve any

minor problems that arise.

6. Informs assigned teacher(s) or principal of any serious infractions of discipline rules by students.
7. Ensures the general cleanliness of tables or playground and surrounding areas.
8. Organizes groups for orderly return to class from the cafeteria or playground.
9. Performs other duties assigned by the superintendent of schools, principal, or as required by law, code, regulation, and/or Board policy.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

**Legal References:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirements  
N.J.A.C. 6:3-4A-4 Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.