

# 97735

**Excluded Support Staff Job Descriptions**

**Job Title:** Lunchroom Supervisor

**Reports To:** School Principal or designate

**Summary:** Lunchroom Supervisors work under the direction of the school administration. Lunchroom Supervisors will work approximately 1-2 hours per day during the school year. Lunchroom Supervisors may be required to support food preparation as it relates to the Divisional Nutrition Program.

**Duties and Responsibilities:**

- Supervises and supports students on a daily basis during lunch or any other programmed time for nutrition in an area designated by the Principal;
- Supports food preparation if required;
- Maintains order and discipline and refers problems to the Principal or designate;
- Provides supervision of students on the playground during the lunch period when required;
- Ensures lunchroom clean-up is performed prior to the end of the lunch period;
- Performs other duties related to lunchroom activities as assigned or as required.

**Qualifications:**

- high school training or equivalent;
- experience working with children;
- minimum 18 years of age;
- ability to communicate effectively with staff, students and parents;
- willingness to work with students with exceptional needs and capabilities;

ADOPTED	REVIEWED	REVISED	PAGE
13/May/86		01/Oct/24	1 of 2
Motion 269-86		Motion 09-20-24	

- demonstrated commitment to working in a diverse school community and/or work environment;
- ability to work in a team environment;
- ability to supervise lunchroom and playground activities to ensure safety and security of students;
- ability to follow oral and written instructions;
- CPR, First Aid and Food Handlers Certificates would be considered assets.

ADOPTED	REVIEWED	REVISED	PAGE
13/May/86		01/Oct/24	2 of 2
Motion 269-86		Motion 09-20-24	