



## **Lower School Recess/Cafeteria Aide**

**Hired by:** Lower School Principal

**Evaluated:** Annually

**Schedule:** 10-Month Contract

**Reports to:** Lower School Principal

**FLSA:** Non-Exempt

**Supervises:** None

The Recess/Cafeteria Aide will supervise students in the cafeteria and/or during recess. The approximate time is from 11:00am – 1:00pm. Monday – Friday is preferred; variable days available.

### **Spiritual Maturity**

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

### **Professional Responsibilities (essential)**

- Supervise students while they are waiting in line to buy lunch and as they eat lunch at their tables
- Encourage an orderly lunchroom environment
- Dismiss students to recess in an orderly manner
- Supervise students at recess
- Address student concerns
- Ensure the safety of students
- Complete all required professional development

### **Professional Requirements**

- High school diploma
- Strong oral communication skills
- History of working with children (preferred)
- Ability to work in a team environment

### **Required Knowledge, Skills, and Abilities**

- Ability to work effectively with others
- Organizational and problem-solving skills
- Ability to be flexible and adaptable to changing situations
- Behavior management skills

## Physical Requirements

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions			X
Need for frequent restroom breaks	X		
Crawling	X		
Standing/Sitting/Walking			X
Kneeling		X	
Bending			X
Reaching over shoulder		X	
Reach whiteboard height			X
Pushing/Pulling		X	
<b>MOVING HEAVY ITEMS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
<b>OPERATE MACHINERY</b>			
Telephone			X
Printer/Copier			X
Computer			X
AV Equipment		X	
<b>OTHER REQUIREMENTS</b>			
Summon emergency help	X		
Apply CPR/First aid	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature