

PLEASE POST

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**HAVERHILL PUBLIC SCHOOLS
HAVERHILL, MASSACHUSETTS 01830**

ANNOUNCEMENT OF POSITION

Title of Position:

**LUNCH MONITOR (S)
NETTLE MIDDLE SCHOOL
ANTICIPATED OPENING**

Work Year:

2019/2020 School Year

**Effective Date
of Employment:**

Immediate

**Organizational Relationship
or Line of Authority:**

Directly responsible to the Principal or his/her designee.

Statement of Duties:

- Assists in the supervision of children at lunch time in the cafeteria and on school grounds.
- Encourages good table manners.
- Lunch Monitor Shifts are 1-2 hours a day depending on the school;
- Responsible for the health, safety, and welfare of students in school cafeterias and playgrounds;
- Supervises students in the cafeteria during lunch periods in serving lines, while eating, during outdoor and indoor recess and cafeteria dismissal;
- Maintains discipline in the cafeteria according to school and district policies;
- Reports all student injuries, accidents, illnesses, and discipline problems to the Principal, Assistant Principal or Head Teacher immediately;
- Assists students in securing trays, food, seating, and dismissal;
- Assists cafeteria staff in cleaning up spills, accidents, etc;
- Frequent walking, standing, lifting, up to approximately 25 pounds may be required
- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- The ability to handle complaints, express a service-oriented attitude, and work cooperatively with others is essential.

- Will treat all students with dignity and respect and will strive at all times to present yourself as a professional in both the words spoken and appearance;
- Performs other lunchroom supervisory duties as assigned by building Principal and/or his/her designee(s).

Qualifications:

- Ability to work cooperatively with adults and children.
- Communicates with students and staff in a positive and professional manner utilizing appropriate customer service and interpersonal skills.
- Must be dependable and punctual.
- Physically able to perform duties as assigned a sufficient speed.
- CPR Certified *preferred*

**Closing Date for Receipt
of Application:**

Open until filled

School Spring Posting #:

3178738

**Address all Applications and
Letter of Intent to:**

School Spring (Preferred)
or
Haverhill Public Schools
Human Resource Department
4 Summer Street - Room 104
Haverhill, MA 01830

An Equal Opportunity Employer

The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.