

## Union Public Schools Job Description

**Position Title:** Playground Lunch Duty Assistant  
**Department:** School Site  
**Reports To:** Site Administrator

**FLSA Designation:** Non-exempt

**SUMMARY:** To provide assistance for children during the lunch program. This person must supervise children to insure a positive safe environment for children to eat and enjoy recess time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supervises students at playtime and lunchtime and maintains a harmonious atmosphere by encouraging peaceful resolution of conflicts.
- Organizes group games and activities.
- Assumes responsibility for play equipment.
- Directs movement of groups to and from playground, lunchroom and classrooms in a safe and organized manner.
- Assists students in lunch room clean-up.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Students.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general educational degree (GED).

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divided with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will frequently walk and stand. Occasionally the employee will sit while performing the duties of this job. The specific vision requirements of the job include good depth perception and the ability to read written or typed information.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Occasional work inside and essentially must be able to work outside for recess period.

The noise level in the work environment is usually moderate to loud, although it can vary depending on daily activity.