

Westmount Charter School
Lunchroom Supervisor
Part-time, casual position

Job Goal:

Under the general supervision of the Principal, responsible for providing lunchtime support to elementary teachers and students to ensure supervision is complete during the designated work hours and lunch break.

Reporting Relationship:

The Lunchroom Supervisor reports directly to the Principal.

Growth Objectives:

Objectives will be developed on an annual basis with the Principal and Lead Lunchroom Supervisor in consultation with the Lunchroom Supervisor.

Major Areas of Responsibility:

- Supervise Students
- Cleaning
- Assist Teachers
- Other Duties

QUALIFICATIONS

Education and Experience:

- Working towards or have completed a High School Diploma.
- A valid Police Record Check in place.
- First Aid certification.

Demonstrated Skills and Competencies:

- Professional work ethic, must conduct duties with the highest integrity to protect all confidential matters.
- Demonstrate positive interpersonal skills and be a team player.
- Strong organizational and communication skills.
- Have the ability to prioritize.
- Able to work independently
- Must be comfortable working with young children, dealing with parents and the general public.

Tasks

Supervise Students:

Supervise students during lunchtime.
Assist with opening packages.
Ensure students are seated safely.
Encourage students to eat lunch.

Cleaning:

Encourage students to wash hands prior to and after eating.
Clean eating area before and after students eat.

Assist Teachers:

Encourage students use washroom prior to going outside for lunch recess.
Assist students in dressing appropriately for outdoor weather conditions.
Assist teachers in preparing materials, as required.

Other Duties:

Perform other related duties as assigned.

Evaluation:

Performance of this job will be evaluated by the Principal in conjunction with the Lead Lunchroom Supervisor.