

PALMYRA SCHOOL DISTRICT

CAFETERIA AIDE

2019-2020 School Year

2 Positions at Palmyra Middle/High School

Terms and conditions of employment:
10 month, part time position (3 hours a day);
Does not include health or dental benefits;
Includes 6 paid sick days.

QUALIFICATIONS

High school diploma; demonstrated ability to work successfully with children and adults to perform assigned duties.

Satisfactory completion of a criminal history background check and district employment packet required.

For specific information regarding position qualifications and responsibilities see attached job description

Download Employment Application at
<http://palmyraschools.com/ps/Other/Employment%20Opportunities/>
Mail completed application, cover letter, resume, references and any other documents for consideration to:

Lisa Sabo, Principal
311 W. Fifth Street
Palmyra, NJ 08065

lsabo@palmyra.k12.nj.us

**Deadline for Applications:
Until positions are filled**

Every person holding an office, employment, or position in a school district shall have his or her principle residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

The Palmyra Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status. This employer is committed to section 504 of the Rehabilitation Act of 1973.

cc: Palmyra Education Association, Palmyra Administrative Association,
Delaware Avenue School, Charles Street School, Palmyra High School, Buildings & Grounds

Paraprofessional

TITLE: CAFETERIA AIDE

QUALIFICATIONS:

1. High school diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Cafeteria Manager

SUPERVISES: The lunchroom activities under the direction of the building principal and assigned teaching staff.

JOB GOAL:

To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

PERFORMANCE RESPONSIBILITIES:

1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.
7. Organizes groups for orderly dismissal from the cafeteria.
8. Performs other related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education in accordance with the negotiated agreement.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Palmyra Board of Education

Date: November 13, 2012

Revised: December 11, 2012

LEGAL REFERENCES:

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|---------------------------|---------------------------------------|
| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record |
| <u>N.J.S.A.</u> 18A:16-1 | Officers and employees |
| <u>N.J.S.A.</u> 18A:16-2 | Physical examinations; requirement |
| <u>N.J.A.C.</u> 6A:32-6 | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.