



## West Windsor-Plainsboro Regional School District

### Job Description

**Job Title:** Cafeteria/Playground Aide  
**Reports To:** Principal/Assistant Principal/Transportation  
**Salary Guide:** WWPSA  
**Prepared Date:** 16 November 2021

**Position Summary:** Assists in the supervision of pupils in the cafeteria and playground during lunch/recess period.

**Qualifications:** High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to read, write and comprehend simple instructions, short correspondence, and memos.

**Essential Duties:** 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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Essential Duties and Responsibilities:**

- Assist in the supervision of pupils in the cafeteria and playground during lunch/recess period.
- Assist in enforcing school rules to maintain healthy, safe, appropriate and orderly environment for lunch and recess.
- Obtain assistance from building administrators and/or other certificated staff to address any situations or conditions that threaten the health or safety of pupils.
- Report misconduct of pupils to building administrators and/or other certificated staff in accordance with directions of building principal.
- Assist in ensuring pupils properly fulfill their responsibilities to properly clean their eating area and dispose of trash and recyclables.
- Perform tasks necessary to maintain safe and healthy environment in cafeteria.
- Assist in guiding pupils to nurse's office and/or principal's office when needed.
- Assist in supervising orderly movement of pupils when necessary due to inclement weather or emergent conditions.
- Perform other duties that may be assigned by the building administrators.

## **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

## **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

## **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 is occasionally required to stand; walk; sit; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds.

The physical demands described in this job description 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. Physical demands include: occasional bending, pushing, and moving; lifting of objects with a strength factor of light work; dexterity of hands and fingers to operate a variety of standard office equipment; clarity of vision at varying distances to monitor student's behavior during classroom activities; verbal, auditory, and written capabilities to effectively communicate in an articulate manner; and stooping, kneeling, lifting and standing for extended periods of time. CPR and First Aid certification may also be required.

## **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.

## **TERMS OF EMPLOYMENT**

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 11/16/2021

Certified by: C. L. Comella  
Director of Human Resources

