



Date Posted: 6/18/2021

Send resume to: employment@stgregs.org

Type of Employment: Full-Time:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_

Job Title of Open Position: Cafeteria Monitor

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregschool.org

### **Job Description**

#### Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Character traits necessary to work with young children - enthusiasm, warmth, and dedication.
- Believes in an inclusive learning environment.
- Strong verbal skills.
- Role model and lifelong learner.

#### Responsibilities:

- Clean tables before and after each lunch period
- Sweep floors, collect trash, and move tables to set positions
- Assist students with whatever they may need during their lunch.
- Monitor and keep track of time.
- Keep order and refer students for disciplinary action to Assistant Principal
- Make sure cafeteria rules are followed and reviewed with student periodically.
- Supervise students in cafeteria or outside
- Create an engaging environment for the students including trivia and/or movie time.
- Ability to use audio and visual equipment in the Cafeteria.
- Work with teachers on seating charts and cohorts for safety issues.
- Recruit volunteers for the cafeteria including the necessary paperwork and scheduling.
- Hours: 10:30 am to 1:00 pm

Supervises: Students in the cafeteria and cafeteria volunteers

**Qualifications: Degree Requirements/Experience**

- Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.
- Education: High School Diploma or GED
- Experience: 2 years working in food management or in the cafeteria preferred
- Ergonomic Requirements: The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard and involve extensive hand and wrist movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.

**Desired Skills**

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How to Apply: By Mail  E-Mail  Fax  as above, no later than \_\_\_\_\_

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)