



**Upper Saddle River Schools**  
**Upper Saddle River, NJ 07458**

## JOB DESCRIPTION

### LUNCH AIDES

- I. Title:** Lunch Aides
- II. Qualifications:**
- \* High School diploma;
  - \* Demonstrated ability to work successfully with children and to perform assigned duties
  - \* Good physical health and ability to perform assigned duties
  - \* Previous experience working with children desired
  - \* Required criminal history check and proof of U.S. citizenship or legal resident alien status
- III. Primary Function:** Provides support in the lunchroom, classroom, playground, hallway or office by assisting students and staff to provide for an orderly, safe, and pleasant lunchtime.
- IV. Reports to:** Principal of School
- V. Major Duties and Responsibilities:**
- A. Supervises children in the lunchroom or classroom while they eat their lunch.
  - B. Ensures the cleanliness of tables and surrounding areas.
  - C. After lunch, supervises and organizes children during playground recess time.
  - D. Informs principal or assigned teacher of any serious infractions of discipline rules by students.
  - E. Ensures that the students are safe at all times on the playground, whether using the equipment or playing supervised games, softball, soccer, etc.
  - F. If a child is injured, the aide will escort the injured child to the nurse's office, or if the student is seriously injured the aide will go to get the nurse. The injured child should not be moved until professional help arrives on the scene.
  - G. Provide assistance to office staff as needed.
  - H. Other duties as assigned

## LUNCH AIDE

**VI. Terms of Employment:**

- A. **Work year** includes all student-present days plus any special meetings as called by the Superintendent.
- B. **Work day:** 2.25 hour session

**VII. Compensation and Benefits**

- A. \$4,050 a year with an annual increase per Board approval.
- B. Available leaves annually for full time, 10 month employees:
  - a. Sick days: 10 (cumulative)
  - b. Personal days: Allowed 2 per year with prior approval from supervisor. As much advance notice as possible of the request to take personal time will be given. Any unused personal days will be converted to sick days and carried over into the next year.
  - c. Family illness days: 3
  - d. Immediate family consists of husband, wife, son, daughter, mother, father, sister, brother, state-certificated domestic partner and all corresponding in-laws, and any member of the household in which the employee lives.
  - e. Death in Immediate Family: 5
  - f. Death in the immediate family, limit five (5) working days absence within the five-day period immediately following the day of death without loss of pay. Immediate family, for purposes of this section, includes employee's spouse, child, parent, brother, sister, grandparents, aunt, uncle, cousin, state-certificated domestic partner, grandchild, all corresponding in-laws, and any other member of his/her immediate household.