



JOB DESCRIPTION

TITLE: LUNCH AIDE AND/OR EXTENDED CARE
REPORTS TO: MIDDLE SCHOOL ADMINISTRATOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: The Lunch Aide and Extended Care worker both work under the direction of the Middle School Administrator. The primary responsibility of the Lunch Aide is to supervise middle school students while they eat lunch and play outdoors. The primary responsibility of the Extended Care worker is to supervise students before and/or after school. These positions are committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda, expects its employees to refrain from promoting their own church or denomination.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Lunch Aide and Extended Care:

- Must be at least 18 years of age and a high school graduate or equivalent
- Experience working with middle school children for at least one (1) year is preferred.

LUNCH AIDE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of students to and from the lunch and playground areas.
- Supervise students during lunch and on the playground.
- Facilitate trash collection.
- Monitor bathrooms as needed.
- Attend meetings as necessary.
- Maintain positive relationships with students and school staff.
- Clock in and out of work duties on daily basis through ADP.
- Perform other duties as assigned.

EXTENDED CARE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of students to and/or from school.
- Perform a student head count when transitioning to and/or from school.
- Ensure the parent sign-in/out procedure runs smoothly and accurately.
- Provide proper supervision of students at all times.
- Prepare activities and materials needed on a daily basis.
- Monitor the bathrooms as needed.
- Maintain positive relationships with students, parents, and school staff.
- Attend staff meetings as necessary.
- Clock in and out of work duties on a daily basis through ADP.
- Perform other duties as assigned.

ABILITY TO:

- Take direction from those in authority.
- Provide lunch area supervision of students.
- Relate to students in a positive, but firm manner.
- Communicate professionally and effectively.
- Multi-task and be flexible in a dynamic lunch and outdoor playground environment.
- Develop positive and effective working relationships with other staff members.
- Adhere to FCS policies and procedures.

PHYSICAL DEMANDS:

This position is in a school/playground setting; must be able to walk, stand for extended periods of time, carry, reach, stoop, lift (up to 20 pounds), listen, read, write, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan and TB test/risk assessment.
- Must maintain federal, state and local certification requirements as necessary.