



JOB DESCRIPTION

TITLE: LUNCH/RECESS AIDE AND EXTENDED CARE
REPORTS TO: LUNCH/EXTENDED CARE DIRECTOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: The Lunch/Recess Aide and Extended Care works under the direction of the Lunch/Extended Care Director at the Elementary School. The primary responsibility is to supervise elementary students while they eat lunch and play outdoors as well as before and/or after school. This position is 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/Recess Aide and Extended Care:

- Must be at least 18 years of age and a high school graduate or equivalent
- Experience working with K-8 children for at least one (1) year is preferred.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of students to/from the lunch and playground areas and to/from school.
- Supervise students during lunch and on the playground.
- Facilitate trash collection.
- 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 bathrooms as needed.

- Attend meetings as necessary.
- Maintain positive relationships with students, parents, and school staff.
- Clock in and out of work duties on 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.