

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Dining Room Assistant**

### **Position Description**

**LOCATION:** Various Schools

**JOB CATEGORY:** Part - Time

**PAY GRADE:** Miscellaneous Scale

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** School Administrator(s)

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Dining Room Assistants monitor and support students during mealtimes in the school cafeteria. They assist students in opening food packages, maintaining order, ensuring safety, and promoting a respectful dining atmosphere. At the end of each meal period, they help with clean-up and assist in dismissing students back to class.

This position does not involve the preparation or serving of meals, as those responsibilities are fulfilled by contracted food service staff. Dining Room Assistants work alongside school personnel to support student supervision and the overall dining experience.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following tasks:

- Observes and promotes safe work practices and procedures.
- Assists students in following cafeteria routines, including seating arrangements, retrieving utensils, and proper disposal of trays and food items.
- Encourages and reinforces appropriate student behavior during meals.
- Provides direction during cafeteria transitions, including lining up, entering and exiting the dining area, and listening to announcements.
- Supports students by helping to open packaging, organize trays, and manage snacks.
- Maintains a clean and orderly dining space by wiping tables, disposing of trash, and straightening chairs.
- Monitors student safety and well-being and promptly alerts staff to any concerns or incidents.

- Responds to student questions and requests in a respectful and supportive manner.
- Assists in creating a smooth and efficient meal service by guiding students and supporting staff as needed.
- Collaborates with cafeteria staff, teachers, and administrators to maintain a structured and positive cafeteria environment.
- May assist with coordinating seating arrangements for students with dietary or medical accommodations in collaboration with school staff.
- Supports school-wide expectations for student conduct and reinforces positive behavioral interventions during lunch periods.
- Attends training sessions and meetings as required.
- Complies with and supports all school and division policies and procedures.
- Maintains appropriate professional boundaries with students.
- Models respectful, inclusive, and non-discriminatory behavior at all times.
- Performs other duties as assigned by the school administrator(s).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to follow oral and written directions effectively.
- Strong interpersonal skills and ability to work cooperatively with students, staff, and administrators.
- Patience and understanding when working with children of various ages and abilities.
- Ability to maintain composure and respond calmly in a busy or high-energy environment.
- Ability to promote a safe, orderly, and positive dining experience for students.
- Basic awareness of child supervision practices and de-escalation strategies is preferred.

### **EDUCATION AND EXPERIENCE**

- Any combination of education and experience equivalent to completion of high school.
- Experience working with children in a school or childcare setting is preferred.
- Experience in a supervisory or group management role (e.g., classroom aide, playground monitor) is a plus.

### **SPECIAL REQUIREMENTS**

- Must possess good moral character and serve as a positive role model both in and outside of the school environment.
- Background check and tuberculosis screening required.
- Completion of annual division-provided training related to student safety and supervision.

### **PHYSICAL DEMANDS/REQUIREMENTS**

- Duties are typically performed in cafeteria or kitchen-adjacent areas.
- Work involves frequent walking, standing, bending, stooping, reaching, grasping, kneeling, and lifting items weighing up to 45 pounds.

- Must have the ability to communicate verbally, hear normal conversations, and observe student activity for safety and supervision.
- Frequent interaction with students, staff, administrators, and occasionally the public.
- Must be able to coordinate multiple tasks, respond calmly to complaints, and work independently with minimal supervision.

## **EVALUATION**

Performance will be evaluated annually by the School Administrator(s) based on the effectiveness in fulfilling the duties and responsibilities outlined in this position description.