

Position title: Lunchroom Aide

Reports to: Director and Owner of Congdon Creek Preschool

Primary Purpose: To set up the lunch tables and nap cots for each group. Supervise children and provide help during the lunch period and rest time while other staff take their break. The lunchroom aide supervises and ensures the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.

Principal Activities:

Set up and Cleaning

- Take all lunches out of the fridge in the kitchen. Place one lunch at each chair around the tables. We have a PEANUT FREE TABLE check and make sure all lunches at that table don't have ANYTHING with peanuts.
- Try to place both girls and boys at each table.
- Ask children if they need a drink (milk or water)
- Take the water buckets from the lunchroom and bring it into the kitchen to replace the water with new, warm water. Take it back to the lunchroom to use during lunch
- When children are finished they will ask to be excused. You will give them permission (one at a time) to pack up, get their hands sanitized and have a bathroom break.
- When tables are starting to finish/clear you can wipe down tables and chairs with washcloth and stack chairs against the wall. Also wipe down the microwave, long white storage/food cabinet and other surfaces that could be sticky or dirty.
- Sweep floor after all children have finished and moved to their nap spot.
- Keep caddy stocked with cups, napkins (cut in half).
- Run dishes through the dishwasher with the door or viewing window propped open for monitoring the kids while they rest.

Preferred Qualifications:

- Experience is preferred but not necessary for hiring
- Certified CPR and First Aid
- Available for orientation
- Able to comply with a background check

Key Competencies:

- Self motivation
- High energy level
- Verbal and written communication skills
- Attention to detail
- Problem solving
- Decision making
- Stress tolerance
- Flexibility