

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

J1

Subject: **DINING ROOM SUPERVISION**

PURPOSE

The purpose of this procedure is to provide general job tasks/responsibilities for lunchroom aides and the criteria and steps for hiring lunchroom aides.

PROCEDURE

Lunchroom Aide

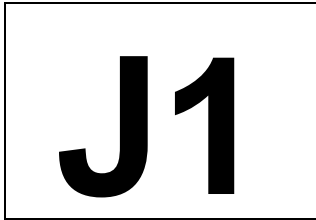
The lunchroom aide works under the supervision of the school principal. The aide is responsible for making observations concerning the behavior of students in the dining room and for maintaining order and quiet during lunch and/or breakfast, thus giving students an opportunity to practice nutrition concepts learned in the classroom as well as the opportunity to acquire and practice acceptable social behavior. The food service manager will supply cloth wipes and pails for cleaning dining room tables if necessary.

Job Tasks/Responsibilities

- A. Follows detailed instructions and defined practices and routine procedures to observe and assist pupils during cafeteria hours.
- B. Responsible for seating classes promptly and properly and assist students in opening cans, milk cartons, etc.
- C. Provides students with needed assistance such as opening packages and encouraging students to eat their meal during the designated time frame.
- D. Instructs pupils to follow health and safety practices and to observe good manners.
- E. Checks that tables are clear and free of trash, spills taken up and deposited in waste cans.
- F. Maintains order and disciplines students as required.
- G. Dismisses classes at proper time and reminds students not to leave any items on the tables.
- H. Performs other related duties as requested by the school principal to facilitate monitoring functions in a school cafeteria.
- I. Lunchroom aides receive neither meals without payment nor uniform allowances.

Lunchroom aides shall be authorized in accordance with the following formulas:

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Breakfast:

<u>Average Daily Participation</u>	<u>Maximum Aide Hours Per School-Per Day</u>
100-250	1.00
251-500	1.25
501 and up	1.50

Lunch:

<u>Average Daily Participation</u>	<u>Maximum Aide Hours Per School-Per Day</u>
100-500	2.00
501-750	3.00
751-1000	4.50
1001 and up	6.00

Hiring of lunchroom aides should be handled by the school site principal through the Office of Non-Instructional Staffing.

For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

*Revised: October 1995, July 2007, July 2009, July 2014, July 2018
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