

# Lopatcong Township School District

Mr. Israel Marmolejos, Superintendent

## Lopatcong Township Elementary School

Krista S. Wayne, Principal  
263 Route 57  
Phillipsburg, New Jersey 08865  
Phone: 908-859-0800  
Fax: 908-213-1339

## Lopatcong Township Middle School

Richard A. Bonney, Principal  
321 Stonehenge Drive  
Phillipsburg, New Jersey 08865  
Phone: 908-213-2995  
Fax: 908- 213-0373

### Employment Opportunity Lunchroom Aide – Elementary School

**Posting Date:** March 15, 2024

**Position:** Lunchroom Aide – Elementary School  
2 hours per day

#### Mandatory

##### Qualifications:

High School Diploma  
Ability to work successfully with children and adults to perform assigned duties.  
Possess the physical ability to perform assigned duties  
Strong interpersonal, communication, and organizational skills  
Required criminal history check and proof of U.S. citizenship or resident alien status

#### Preferred

##### Qualifications:

Previous experience working with children in a large group setting  
Knowledge of developmentally appropriate practices  
Positive attitude  
Patience

#### Job Description/Responsibilities:

- Supervise children in the lunchroom.
- Maintain a system for orderly food purchase by pupils, disposal of food waste and return of trays and utensils.
- See that students are seated in assigned areas throughout their time in the cafeteria.
- Circulate among assigned tables during mealtime and assist students with lunches or with help resolving any minor problems that arise, when necessary.
- Monitor student behavior and inform the Building Principal of any infractions of discipline rules by students.
- Bring medical problems and injuries to the immediate attention of the School Nurse, Principal or Designee.
- Organize groups for orderly dismissal from the cafeteria.
- Assist with prep and clean-up of lunchroom tables.
- Follow all policies, rules and procedures established by the School District.
- Maintain confidentiality about students in accordance with District Guidelines.

- Maintain a positive demeanor at all times including, but not limited to, use of appropriate language.
- Maintain an appropriate record of punctuality and attendance.
- Demonstrate initiative, independence and decision-making appropriate to the performance of tasks of this position.
- Perform other duties within the scope of employment and clarification as may be assigned.

**Starting Date:**        **Immediately**

**Salary:**                Based on current Collective Bargaining Agreement

**Respond to:**        Please send resume and letter of interest to:

Krista Wayne, Principal                                *and*        [employment@lopatcongschool.org](mailto:employment@lopatcongschool.org)  
[waynek@lopatcongschool.org](mailto:waynek@lopatcongschool.org)

**Deadline:**    **Until a suitable candidate is found.**

AA/EOE