

## **Bird's Hill School Lunch Program Supervisor Job Description**

The Bird's Hill School Lunch Program (BHSLP) is dedicated to providing our students with a positive environment of respect, responsibility and safety, where parents/ guardians may choose to have their children supervised over the lunch break.

### **Position Summary:**

The Bird's Hill School Lunch Program Supervisor acts as a representative of the Bird's Hill School Lunch Program Committee (BHSLPC) and provides for the safe supervision of all students enrolled in the Lunch Program during the lunch break.

### **Qualifications:**

- Ability to work with children and adults in a respectful and professional manner
- Ability to work independently as well as part of a team
- Ability to finish tasks in a timely fashion
- A positive attitude and friendly personality
- Strong organizational skills

**Successful applicants are required to complete a Child Abuse Registry Check, Criminal Record Check (prior to first shift), and CPR/First Aid Course and sign the RETSD Pledge of Confidentiality (prior to first shift).**

### **Responsibilities:**

Working under the direction of and reporting to the BHSLPC, Bird's Hill School Administration and BHSLP Coordinator, the Supervisor will:

- Be on site daily, during the lunch break (12:05 – 1:20)
- Implement BHSLPC/Bird's Hill School classroom, playground and behavioural policies and directives
- Maintain confidentiality as it pertains to all aspects of the lunch program
- Notify the Coordinator of an absence from work
- Record daily student attendance during the lunch break and ensure attendance records are up-to-date and accurate
- Supervise designated lunch areas during lunch break
- Supervise playground activity during lunchtime recess
- Assist students as necessary
- Attend Supervisor meetings as required
- Attend approved Professional Development workshops
- Prepare and deliver written and/or oral reports to the BHSLPC; and/or the Bird's Hill School Administration; and/or the BHSLP Coordinator; and/or at any related meetings concerning the program, as requested
- Other related duties as assigned.