



**Centralia School District
Job Description
Cispus Dining Hall Supervisor**

Reports to: Principal

Location: Cispus

Bargaining Unit: N/A

FLSA Status: Non-Exempt

Job Summary:

The Cispus Dining Hall Supervisor supervises meals for students at Cispus by setting up the dining hall, serving meals, and cleaning up with student helpers.

Required Qualifications:

- High school diploma or equivalent
- Possession of a valid food handler's permit
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to maintain confidentiality in all aspects of employment
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful experience working with adolescents

Essential Functions:

- Supervises setting up the dining hall for daily meals
- Serves meals to students
- Cleans up dining hall after meals with student helpers
- Supervises students in the dining hall
- Redirects student behavior in a productive manner
- Develops and maintains positive relationships with students and other staff
- Attends trainings or meetings as directed or appropriate

Salary:

Current hourly rate of pay
\$450 stipend

Work schedule: 8 hours per day during the week of Cispus

Application Procedures:

Anyone interested in this position should submit a letter of interest to Crystal Allen, Principal of Oakview Elementary School at callen@centralia.wednet.edu.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.					x
Lift/push/pull/carry objects 11-20 lbs.					x
Lift/push/pull/carry objects 21+ lbs.				x	
Standing up to one hour at a time				x	
Standing up to two hours at a time				x	
Standing for more than two hours at a time			x		
Stooping and bending					x
Ability to reach and grasp objects					x
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts				x	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	x				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls				x	
Operating school buses, light and heavy-duty trucks & automobile and/or vans	x				