

# NOW HIRING

## INTERNATIONAL ACADEMY OF SMYRNA

**Position Title:** Cafeteria Monitor/Assistant

**Location:** International Academy of Smyrna - 2144 South Cobb Drive, Smyrna GA 30080

**Duration:** Part-time (10:30 a.m. - 1:30 p.m.)

### **Position Summary:**

School cafeteria monitors are employed by IAS to supervise and help the students during lunch.

### **Responsibilities:**

#### *Provide Assistance to Students*

- Circulate throughout the cafeteria during mealtime.
- Help the students by opening packages and milk cartons, cleaning up spills and providing additional assistance as needed.
- Help the students go through the cafeteria line in an orderly fashion and proceed to their tables.

#### *Monitor Students' Behavior*

- Monitor the behavior of the students and enforce school policies and procedures.
- Make sure the students are orderly and acting appropriately.
- If negative behavior occurs, direct a child to an administrator for disciplinary action.

#### *Clean Up*

- Make sure students have done a good job disposing of their trash in proper receptacles.
- Walk through the entire cafeteria to look for any leftover trash or spills after students are finished eating and cleaning up. Notify custodial staff.
- Custodians for general cleaning of tables and floors.

### **Application Process:**

Submit your resume to [employment.IAS@iasmyrna.org](mailto:employment.IAS@iasmyrna.org).