



Position Available: Cafeteria Monitor

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

Jack & Jill Center’s **Madelaine Halmos Academy (MHA)** is a private elementary school, serving kindergarten through 5th grade students. Educators, staff and volunteers work together to create a safe, academically challenging and socially supportive environment for all learners. MHA’s unique program nurtures the whole child by combining academic, social-emotional, and wellness elements to ensure a highly-effective educational experience.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Cafeteria Monitor will play a crucial role in ensuring the safety, orderliness and positive atmosphere of our Madelaine Halmos Academy cafetorium. The person in this role will be responsible for managing the student behavior, in collaboration with school leadership, while promoting a respectful and inclusive dining experience. The key responsibilities are as follows:

Essential Duties and Responsibilities:

- Supervise students during meal times to ensure adherence to cafeteria rules, including proper conduct, cleanliness, and seating arrangements.
- Enforce cafeteria policies and procedures, including meal schedules, tray disposal, and compliance with dietary guidelines.
- Monitor student behavior and intervene as necessary to address conflicts, disturbances, or inappropriate conduct, maintaining a calm and respectful demeanor.
- Assist students with tray distribution, seating assignments, and access to utensils, condiments, or other necessities.
- Maintain a safe environment by promptly addressing spills, hazards, or other potential risks, and reporting any incidents or injuries to appropriate personnel.
- Collaborate with food service team, teachers, and administrators to address concerns, coordinate procedures, and promote effective communication.
- Document incidents, disciplinary actions, or notable observations accurately and promptly, and report them to designated supervisors or administrators.
- Provide additional assistance or accommodations to students with special dietary needs, physical limitations, or other requirements as necessary.
- Support food services team with tasks such as cleaning tables, restocking supplies, or other duties as assigned.

- Foster a positive and inclusive atmosphere by encouraging courteous behavior, promoting teamwork, and modeling respectful interactions with students and colleagues.
- Adhere to all work rules, policies and procedures established by the company including, but not limited to those contained in the associate handbook
- Other duties and projects as assigned

POSITION REQUIREMENTS

Desired Abilities & Qualifications:

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to remain calm, patient, and composed in challenging situations.
- Ability to stand, walk, and bend for extended periods.
- Job may require heavy lifting of 15 pounds or more.
- Maintain open communication, confidentiality and professionalism at all times.
- Basic understanding of food safety and hygiene principles.
- Excellent interpersonal skills and a friendly demeanor.
- Flexibility to adapt to changing priorities and schedules.
- Commitment to promoting a safe, welcoming, and inclusive environment for all students.
- A valid driver's license and access to transportation.
- Follow and enforce Center's policies and procedures at all time as listed in employee and parent handbooks.

Desired Education and Experience:

- High school diploma or equivalent.
- Previous experience working with children or in a school environment, preferred

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

- Title: Cafeteria Monitor, Part-time
- Team: Elementary Education
- Reports To: Director of Schools
- Salary: \$15 per hour
- Work Schedule: Monday to Friday, 10:30am to 1:30pm
- To apply, please submit an Employment Application by [clicking here](#).