



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, DEPUTY SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon
Dr. Adrienne Usher

FROM: Dr. Althea Hurt, Director of Human Resources

DATE: May 27, 2026

**RE: Item for the JUNE Board Meeting - Change Lunchroom Monitor Job
Description - Change in Supervisory**

Todd Crumbacker, Director of School Nutrition Services, requests an update and revision to the Lunchroom Monitor job description. This revision will transfer supervisory responsibilities from the School Nutrition Services Manager to the building principal. The rationale for this change is that the monitors' primary duty is the supervision of students during lunch periods. The monitor positions will continue to be funded through the School Nutrition Services account.

Attachment: Memo from Director Crumbacker

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

POSITION DESCRIPTION

7213

LUNCHROOM MONITOR

Responsible To: ~~Food Service Manager~~—Building Principal

Contract Terms: Only those days when school is in session

Qualifications:
Certification: High School Diploma or equivalent

Basic Function:

Monitor students and ensure proper conduct in the lunchroom; maintain the cleanliness of food service facilities, specifically the cafeteria environment.

Duties:

1. Monitors students and ensures proper conduct in the lunchroom.
2. Organizes students into orderly lines for the purchase of food.
3. Organizes students for orderly disposal of food waste, trays, and utensils.
4. Reports physical confrontations or incidents to appropriate personnel as needed; resolves minor problems as needed.
5. Maintains cleanliness of food service facilities; arranges furniture as required.
6. Receives and responds to suggestions for improvement of food service student activities.
7. Punctual and regular in attendance.
8. Performs related duties as assigned.

Knowledge of:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Ability to:

- Supervise students and ensure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn district policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.