

# ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street  
Alden, New York, 14004  
(716) 937-9116

## ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

*Applications are invited for consideration for appointment to the following position:*

**DATE:** December 14, 2023

**POSITION(S):** School Lunch Monitor – 2 Positions

**LOCATION/Hours:** Intermediate School – 2.75 hours/day

**STARTING DATE:** Per Board of Education approval

**SALARY:** As per Board of Education Guidelines

**RESPONSIBILITIES:**

1. Organize students into orderly lines for purchasing food and direct them to assigned tables;
2. Assist younger students with use of utensils when needed;
3. Organize students for orderly disposal of food waste, trays, and utensils;
4. Call an administrator immediately in the event of an argument involving more than two students, any incident involving physical confrontation, and any incident that appears to be more than a momentary disruption; and
5. Other duties as assigned.

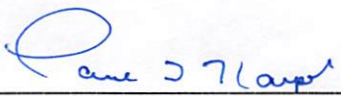
**QUALIFICATIONS:**

Help establish and maintain a calm and pleasant atmosphere in the cafeteria, so that students may find mealtime a time to relax, after the tasks of the morning and to refresh themselves for the tasks of the afternoon. Demonstrate aptitude and/or competence for assigned responsibilities. As per Civil Service Rules, an applicant must have one year of child supervision (volunteer time, ex: Troop leader, etc.).

**APPLICATION DEADLINE:** December 21, 2023

**APPLICATION PROCEDURE:** Please complete the Support Staff Application available online, at [www.aldenschools.org](http://www.aldenschools.org) and send to:

Paul J. Karpik, CPA  
School Business Administrator  
13190 Park Street  
Alden, New York 14004

  
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Paul J. Karpik, CPA  
School Business Administrator

12/14/23  
\_\_\_\_\_  
Date

☒ CIVIL SERVICE EXAM NOT REQUIRED - Non-competitive assignment

*Alden Central School District is an Equal Opportunity Employer*