



Island City Academy
6421 S. Clinton Trail
Eaton Rapids, MI 48827

Job Title: Lunch Aide

Employed By: Access Educational HR

Supervisor: Food Service Coordinator

Location: Island City Academy

FLSA Status: Part-Time (10 – 15 hours a week)

Pay: \$13 per hour

Job Summary

We are seeking a part-time Lunch Aide to supervise students during lunch. The ideal candidate will have experience working with children, be able to enforce school policies, and provide a safe and enjoyable environment for students to eat.

Job Duties

- Guiding groups of students to/from the lunchroom and classroom and/or play area.
- Guiding students toward appropriate behavior while in lunch line
- Assisting younger children in getting lunch trays, milk and condiments
- Helping children in opening lunch items
- Monitoring student behavior and providing appropriate discipline as necessary within guidelines of school rules
- Assisting students in cleaning up after themselves (spills, wiping tables, disposing of trash, etc)
- Helping to wash tables, pick up floor trash and ready condiments between lunch sessions and after lunch period.
- Monitoring students for safety and appropriate behavior on the playground
- Other duties as assigned assist the staff of the school in getting adequate lunch breaks while providing appropriate school supervision
- Supervise students and maintain a cooperative atmosphere during recess.
- Circulate among students and attempt to resolve minor problems as they arise.

Education and Experience

- Possession of a high school diploma or equivalent.
- Ability to pass a background check and drug screen

Certification, Licenses, and Registrations

- Must possess appropriate certification or licensing as required by state law

Physical and Mental Requirements

- Ability to sit, stand, walk, speak, listen, taste, and smell
- Ability to understand meaning of words and articulate effective responses
- Ability to add, subtract, multiply, and divide
- May need to manually, lift, carry, pull, or push heavy objects or materials
- Occasional stooping, bending, and reaching

Work Environment

- Typically quiet environment with sporadic periods of loud noise
- Cafeteria environment with heat and air-conditioning



Island City Academy
6421 S. Clinton Trail
Eaton Rapids, MI 48827

A COMPLETED ONLINE APPLICATION IS REQUIRED: See application instructions at www.islandcity.org under Human Resources - Employment Opportunities. Questions regarding this position can be directed to: Wm. Aaron Warren, School Administrator Telephone: 517/663-0111 Email: wawarren@islandcity.org