



East China School District
1585 Meisner Road

East China, MI 48054
Phone: 810-676-1033
Fax: 810-676-1130

PLEASE POST

Applications are being accepted for the following positions UNTIL FILLED. **Position available immediately.**

Lunch Aide Belle River Elementary School

QUALIFICATIONS:

High school diploma
Ability to work with students, staff and administration

RESPONSIBILITIES:

Clean and wipe tables at the end of the lunch period(s)
Organize students into orderly lines for purchasing food and direct students to proper tables as necessary
Circulate among the tables during the lunch period to help students needing assistance
Assist students when needed and organize orderly disposal of food waste, trays and utensils
Plan orderly dismissal from the lunchroom
Supervise students in the cafeteria, on the playground, in the hallways and in the classrooms as applicable
Inform the principal or attending teacher at once of any serious infraction of school rules by students
Work cooperatively as a team with other lunchroom aides and building staff
Communicate positively and appropriately with students, staff and school community
Perform other duties as assigned by principal

REPORT TO:

Building Principal

2025-2026 HOURLY RATE RANGE:

\$12.48/ hour

APPLICATION PROCEDURES:

Applicant should provide the following:

- Letter of application, with a review of experience appropriate to the position
- Resume, letters of recommendation or other information to aid in selection

Apply on-line: <http://www.applitrack.com/eastchina/onlineapp/default.aspx?all=1>

QUESTIONS MAY BE DIRECTED TO:

Personnel Department
810-676-1000

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