



# Mount Clemens Community Schools

## Open Position: Lunchroom Aid (EduStaff Position)

Deadline: **Until Filled**  
Start Date: **ASAP**  
Salary: \$13.00 per hour  
Location: Seminole Academy  
Reports To: Principal

*Please review the Mount Clemens Community Schools Strategic Plan, adopted in June of 2024. We encourage qualified candidates whose educational philosophy, passions, and interests align with our Strategic Plan to apply.*

### Summary:

Lunch aids provide a safe and supportive environment for all students during lunch. Lunch aids help students as needed, supervise students, and maintain a safe and respectful environment. Lunch aids work collaboratively with other staff to promote the safety and security of our students, staff, visitors, and school.

### Essential Duties and Responsibilities – Other duties may be assigned:

- Ability to perform manual tasks as directed by Supervisor (i.e., wipe/clean tables, assist students with food trays as needed, etc.).
- Must have a pleasant personality and be respectful of students, staff, and building Administrator.
- Must be presentable, professional, and have excellent customer service skills.
- Ability to effectively interact with all students.
- Must have reliable transportation.
- Must be dependable.
- Must demonstrate good attendance.
- Ability to work well with peers, building staff, and Administrator.
- Willingness to supervise students both indoors and outdoors.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the Mount Clemens Community School District that no person shall, based on race, religion, color, national origin, gender, age, height, weight, marital status, or disability, be excluded from participation and be denied benefits, or be subjected to discrimination under program or activity and in employment; further, the Mount Clemens Board of Education strictly adheres to provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and all Michigan Department of Education policies and regulations prohibiting discrimination.



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### Qualification Requirements:

- High School Diploma or equivalent.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Please direct any questions regarding the position to Jennifer Daws at [HR@mtcps.org](mailto:HR@mtcps.org)

Persons who are interested in this position should submit letters of interest, resumes, credentials/certification, and a list of references in one document via email above or

Mail them to:

***Human Resource - Mount Clemens Community Schools  
167 Cass Avenue  
Mount Clemens, MI 48043***

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