



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

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2425-62

**NOTICE OF
VACANCY**

Title: Lunch Aide, Great Start Readiness Program

Program: Early Childhood

Start date: August 18, 2025

Classification/FLSA: Hourly, at-will

Duration: Part-time school year position,

Approximately 130 days, 3 hours/day Monday- Thursday

One half day Friday per month

Reports to: Early Childhood Director

Location: Big Rapids

Position Summary: The Lunch Aide supports the GSRP teaching team by assisting with student lunch and rest time activities and maintaining cleanliness and organization to ensure a safe and positive environment for children at all times.

Professional Requirements / Education and Experience

- Minimum high school diploma.
- Experience working with young children in an educational or childcare setting preferred.
- Understanding of child development principles and early childhood education best practices.
- Strong communication skills and ability to work effectively as part of a team.
- Physical ability to lift and engage with students during activities.
- Patience, flexibility, and a genuine love for working with young children.
- Must meet child daycare licensing requirements, including CPR and First Aid certification (or willingness to obtain), proof of negative TB test and ability to pass comprehensive background check through LARA.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Assist with lunch set up and clean up, including placing food on the table and ensuring appropriate utensils are available.
- Assist with supervision of children, ensuring safety and engagement.
- Develop positive, professional relationships with the classroom teaching team, program staff, students, and families.
- Demonstrate patience with students, assist them in problem-solving and support them as they learn self-help skills.
- Engage with children in a warm, caring, and responsive manner; support the development of social, emotional, and cognitive skills through play and structured activities. Model appropriate speech and grammar use.
- Assist with personal care tasks as needed, including toileting, diapering, hand washing, and mealtime routines.
- Follow all school policies and procedures related to health, safety, and emergency protocols.
- Communicate effectively with the teaching team about student progress, concerns, and classroom needs.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Participate in staff meetings, training sessions, and professional development opportunities.
- Assume responsibility to transport self to assigned worksites and maintain regular, reliable and prompt attendance.
- Other duties as assigned by Assistant Superintendent of Instructional Services or designee.

Physical Requirements: While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, sit, and talk or hear. The employee is frequently required to use hands, handle or feel objects; climb or balance; sit on floor; stoop, kneel, crouch, or crawl. The employee is frequently required to bend or twist at the neck and trunk more than the average person. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to transfer and/or lift up to 50 pounds. The noise level in this environment is moderate to loud. Duties are performed both indoors and outdoors.

Compensation: \$12.50 hourly + annual bonus

Benefits: Employee medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave, paid holidays; Opportunities for internal advancement and professional development with tuition reimbursement.

Posting date: 05/19/2025

Application deadline: 05/31/2025 or until filled

Please submit cover letter, resumé and references, and applicable transcripts to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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