

South Jordan City

Job Description

Title:	Day Care Provider	Effective Date:	2.1.16
Budget Code:	230270	FLSA:	Non-Exempt
Pay Grade:	S-3	Workers Comp:	Municipal

GENERAL PURPOSE

Provide general childcare for children (age's infant to -12 years) in daycare facility. Oversee group and individual activities and maintain the cleanliness of all play equipment and supplies.

SUPERVISOR

Program Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Establish effective relationships with staff, parents, and children.

Provide general childcare for patrons and carry out planned programs and activities as directed.

Ensure that the daycare is operated in accordance with City policies and procedures and complies with state licensing standards. Ensure equipment and the facilities are clean, well maintained and safe at all times

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or G.E.D.

AND

B. One year experience working in a childcare facility or similar school environment

2. Special Qualifications:

Must be at least 18 years of age

Valid First Aid and CPR Certification within 6 months of hire

Must have at least 10 hours of in-service training

No felony or misdemeanor A, B or C convictions, pending criminal charges, pleas in abeyance or diversions. Cannot be currently awaiting trial on any pending criminal charge and has never been investigated for abuse or neglect by Child Protective Services.

3. Knowledge, Skills and Abilities:

Ability to care for small children and maintain a safe, controlled environment.

Ability to provide an exciting and stimulating environment for children that visit the South Jordan City daycare facility.

Excellent communication skills, as well as the ability to provide exceptional customer service.

Ability to respond quickly and effectively to accidents and emergency situations that may occur.

Ability to identify children in the daycare whom are ill and/or contagious, and take precautions to ensure the health and safety of children, parents, staff and themselves.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Work environment is fast-paced and at times noisy. Ability to lift up to 40 pounds. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Serv/Maint
Location:	Fitness Center	EEOP Class:	Serv/Maint
Group/BU:	Part Time Pay Plan	Tech-Net Match:	