

NURSERY CAREGIVER JOB DESCRIPTION

Reviewed: October 2019

BASIC FUNCTION

To supervise children, ensuring their daycare is creative and safe at all times.

MAJOR ACTIVITIES

1. Supervise children
2. Keep children neat and clean
3. Keep nursery safe, clean and organized
 1. Supervise Children
 - To educate the children through fun and games
 - Be creative in daily routines
 - Give all children care and attention
 2. Keep Children Neat & Clean
 - Ensure diapers are changed when required
 - Change clothing when required
 - Ensure children are clean
 3. Keep Nursery Safe, Clean & Organized
 - Be cognizant with Standard Operating Procedures and Employee Health and Safety regulations
 - Ensure toys and games are in a safe and working order
 - Keep Nursery in a sanitary condition
 - Keep play areas tidied and free of hazards.

RELATIONSHIPS

- Create a good rapport with Members, Guests and their children
- Handle Member's complaints with courtesy and efficiency
- Satisfy Member's requests to the best of your ability and advise your Supervisor of any potential problems.

CRITICAL RESULTS

- Ensure children are having fun and enjoying their time with you.
- Keep children in a safe environment.

CONSEQUENCES

- Children do not want to go to Nursery
- Concerns of Members and Guests as to the safety of their children.