

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

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| POSITION TITLE: | Daycare Educator/Kitchen Assistant |
| Department: | Daycare |
| Reports to (Title) | Manager of Vanastra Early Childcare Learning Centre |
| Job Description last updated (Date): | July 10, 2023 |

| POSITION DETAILS | |
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| Position Status (full-time/part-time/seasonal) | Part-Time – Casual |
| Primary Work Location | Vanastra Early Childhood Learning Centre |
| Pay Method (salary/hourly) | Hourly |
| Normal Workweek (# of hours) | 10-30 hours / week depending on need |
| Overtime Status (paid/unpaid/rate/after x# hours) | paid after 44 hours |
| Benefits: | OMERS? YES Group Benefits? NO |

| GENERAL DESCRIPTION (OVERVIEW) OF POSITION | |
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| To provide direct supervision of children in a safe, nurturing, inclusive and socially competent, and developmentally environment through the implementation of planned programming. | |
| 1. | Scope of position |
| <ul style="list-style-type: none"> i. Executes the programs and activities of the Centre as directed by the Manager. ii. Adheres to Centre and Legislative policies and procedures to ensure the safety of the children and coworkers. iii. Report specific health concerns, accidents or occurrences to the Manager for further consultation. | |

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| 2. | Key Responsibilities |
| <ul style="list-style-type: none"> i. Provide safe supervision of children. ii. Implement programs as planned by the Daycare Teacher and provide age appropriate spontaneous activities for children. iii. Assist children through routines such as snack and meal times, rest/sleep and washroom/diapering. iv. Support the Daycare Teacher by sharing observations of children, providing input into goals and activities. v. Provide input into how to make adaptations to the programming, schedule and environment so that children can participate to the best of their ability and all children can be included. vi. Ensure that the child’s environment is healthy and safe. | |

- vii. Respond promptly to customer queries and requests.
- viii. Refer customer concerns and complaints to Daycare Teacher or to Manger.
- ix. Identify and refer children with specific health, learning and/or behavioural challenges to the Manager for further consultation.
- x. Maintain confidentiality of all information related to the children, their parents and other staff.
- xi. Communicate effectively and professionally with children, parents/guardians, other staff, and agency professionals.
- xii. Work cooperatively with team members to ensure necessary workflow and coverage.
- xiii. Aid in the preparation of meals and snacks for children attending the Centre.
- xiv. Aid in cleaning and sanitation of kitchen.
- xv. Provide backup and support to other staff in the Centre as necessary.
- xvi. Remain up to date on and adhere to policies and procedures.
- xvii. Ensure work is performed in a safe manner according to health and safety guidelines and procedure.
- xviii. Assist with the ongoing operation of the Centre by following daycare licensing requirements and attending regular staff meetings as required.
- xix. All other duties as assigned.

SECTION A: SKILLS

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| 1. | Knowledge |
| a) | Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.) |
| | <ul style="list-style-type: none"> • Minimum of a High School Diploma |
| b) | Formal Training (designation(s) or certification(s)) required: |
| | <ul style="list-style-type: none"> • First Aid CPR-C with AED • Must have up to date Immunization and Health Assessment as per the local Ministry of Health • Food Handler Certificate considered an asset. • RECE or ECA an asset |
| c) | Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job. |
| | <ul style="list-style-type: none"> • Minimum of one (1) years of experience in a formal child care setting or early year’s environment. • Experience in, or willingness to learn, food preparation an asset. • Experience working with job related software (Microsoft Office, iOS). • Have working knowledge of relevant legislation. • Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Must ensure a high level of confidentiality and professionalism at all times. |
| d) | Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of |

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| | Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands |
| Time Management | Teamwork |
| Leadership | Confidentiality |
| Computer knowledge/skills | Communication skills (written & oral) |
| Customer Service Skills | Conflict resolution |
| Knowledge of statutes: Provincial regulations | Presentation Skills |

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| 2. | Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following: |
| | <ul style="list-style-type: none"> • Decisions on routine matters are required periodically. • Decisions regarding major/complex issues are to be referred to Manager. • A high level of confidentiality is required at all times. |

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| 3. | Communication – written, verbal and interpersonal |
| | a. Excellent interpersonal and communication skills are essential |
| a) | Internal contacts (council, managers, non management staff) |
| | Manager of VECLC and staff |
| b) | External Contacts (general public, suppliers, government, professionals, boards, etc) |
| | General public, suppliers, government, professionals, ministry contacts, and boards. |
| | Nature of the communication: |
| | <ul style="list-style-type: none"> • Communicates frequently with Manager, children, coworkers and parents. • Communication of complex information, and communicating with difficult people and situations can occur. |

SECTION B: EFFORT

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| 1. | Mental Effort – concentration and attention, complexity and analysis required and mental fatigue. |
| | <ul style="list-style-type: none"> • Concentration required at times, some complexity to work, analysis and problem solving. • High level of confidentiality at all times. |

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| 2. | Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue. |
| | <ul style="list-style-type: none"> • Manual dexterity for using computer keyboard, high volume of work at times. • Moderate level of physical activity |

SECTION C: RESPONSIBILITY

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| 1. | Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning |
| | <ul style="list-style-type: none"> • Performing of duties has an immediate effect on the provision of programs/services. • Frequent contact with the public. • High degree of responsibility for child health and safety. • Significant consequence as a result of errors |
| 2. | Human Resources: personnel policies and procedures, supervision, health and safety, training |
| | <ul style="list-style-type: none"> • Expected to adhere to the policies and procedures as outlined by the Municipality, Occupational Health and Safety, and the Child Care and Early Years Act. |
| 3. | Material & information resources – equipment, property, data records and software, confidentiality |
| | <ul style="list-style-type: none"> • Assists with storage and maintenance of material or information for the Department. • Uses small equipment and appliances safely • Provides input for policies and procedures relating to department • Responsible for adherence and compliance to information technology security measures |
| 4. | Financial Resources – budgets, treasury, accounting and confidentiality |
| | <ul style="list-style-type: none"> • Work may be of confidential nature. |

SECTION D: WORKING CONDITIONS

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| 1. | Physical surroundings and hazards |
| | <ul style="list-style-type: none"> • Works in a pleasant physical environment. • May be exposed to biohazardous materials, including bodily fluids, vomit, urine etc. • Minimal exposure to hazards. Minimal risk of injury. |
| 2. | Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption |

- Many interruptions.
- Frequent contact with the public.
- Low level of monotony;
- Frequent requirement to adjust work schedule to meet Centre needs.

SECTION E: APPROVAL

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| Employee Approval | |
| I have reviewed the above job description and agree it is accurate and complete. | |
| Name | |
| Signature | |
| Date | |

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| Supervisor Approval | |
| I have reviewed the above job description and agree it is accurate and complete. | |
| Supervisor Name | |
| Supervisor Signature | |
| Date | |

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| Next Level of Supervision (If applicable) | |
| I have reviewed the above job description and agree it is accurate and complete. | |
| Supervisor Name | |
| Supervisor Signature | |
| Date | |