



THE GEORGIAN PEAKS CLUB

NURSERY CAREGIVER JOB DESCRIPTION

Reviewed: October 2017

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.