



JOB DESCRIPTION

Job Title: Child Care Staff	Club/Department: _____ – CHILD CARE
Status: Full or Part Time / Non-Exempt	Reports To: General Manager
Employee Name:	

CAC Mission Statement to our members:

“Our mission is to provide the finest club experience,
where our priority is your health and well being.”

PRIMARY JOB FUNCTION

The Child Care staff member is the person entrusted to care for our members’ children when they are in Child Care. They shall ensure members and their children receive excellent customer service and care. The Child Care staff must exhibit the highest level of professionalism and maintain a positive attitude, always upholding the Club’s core values: Integrity, Caring, Creativity, Passion and Excellence.

The main areas of responsibility include:

1. Greet families and check in the children
2. Interact with children & be adaptable to their needs, keeping them safe at all times
3. Ensure the child care room is clean & safe at all times

ESSENTIAL DUTIES and RESPONSIBILITIES

Personal Responsibilities:

- Arrive to work on time and work scheduled hours
- Record hours worked, through club payroll system
- Wear proper uniform

Child Care Duties and Responsibilities:

- Make sure the room is clean, safe, and ready for children before and after your shift
- Greet parents & children and determine if the children have any special needs that can be accommodated for
- Check-in children as they arrive, make eye contact, and smile while using their names
- Never leave a child unattended and call for other club staff for help when needed
- Make sure the child is successfully integrated with the other children in the room
- Interact with the children in a way which conveys positivity, respect and nurturing
- Play with the children; this will often mean getting down on the floor to interact with them
- Attend to the personal hygiene of each child, including changing diapers or soiled clothing, washing hands, and/or blowing noses
- Assist the children using the toilet if needed
- Maintain an open, friendly, and cooperative relationship with each child’s family and encourage their involvement in the program

- Check out each child when their parent picks them up
- Have a brief conversation with parents when they pick up their children; tell them you enjoyed watching their child & alert them to any issues or problems
- Say goodbye to each child & parent by name as they leave
- Make each child and parent feel good about using the childcare facility
- Enforce rules and policies at all times
- Process child care charges accurately

Health and Safety Duties:

- Maintain a safe, clean and orderly environment
- Ensure that all children are kept safe at all times
- Ensure that children play with age-appropriate toys and engage in age-appropriate activities
- Alert the General Manager of any security, safety, maintenance or other issues immediately
- Clean and straighten the childcare room at the beginning of the shift if there are no children
- Clean and straighten the entire childcare room at the end of the day; this includes vacuuming all rug areas and mopping the classroom & bathroom floor
- Wipe down & sanitize all surfaces and toys that were used
- Empty the trash & recycle containers at the end of each shift

Behavior:

- Be flexible and adaptable to meet the needs of the children and the program
- Communicate effectively with parents, children and staff
- Maintain emotional control under stress
- Work cooperatively and effectively as a team member
- Do not use cell phone in Child Care unless needed in an emergency
- Be a responsible team member & sub for other staff as needed
- Be available to work at least one Saturday per month if applicable
- Be proactive and take the initiative as needed
- Demonstrate behavior that is professional, ethical and responsible
- Perform other duties and responsibilities as assigned by the General Manager
- Attend All-Call meetings, Child Care Department meetings, and one-on-one meetings
- Work mandatory events during the year

Required Certifications & Attendance

- Maintain current American Red Cross certification in adult/child/infant CPR/AED, including annual refresher course (must be obtained within 30 days of hire)
- Attend All-Call meetings, Department Head meetings, and one-on-one meetings

Recommended Knowledge, Skills and Abilities:

- Highly motivated and energetic
- Excellent communication and interpersonal skills
- Organizational skills
- Ability to multi-task
- Have a desire to work with children
- Experience in child care
- An understanding of child care operations

- Experience in customer service
- Team player, willing to cover or trade shifts when possible
- Able to work days, evenings, and weekends as necessary

HOURS, BENEFITS & POLICIES

Hours:

The Child Care position is a full or part-time, non-exempt position. As a non-exempt employee, the Child Care staff member shall not exceed 40 hours per week (in all departments combined) without prior written permission from the General Manager.

Benefits:

Insurance, 401(k), Membership, Discounts, and Leave benefits apply, as defined in the CAC Employee Handbook and plan documents.

Policies:

The Child Care position is governed by the policies and values contained in the California Athletic Clubs Employee Handbook.

AGREEMENT

I have read the job description for the position of **Child Care Staff** and I agree that I can fulfill the duties outlined herein and understand that I will be rated on the responsibilities and expectations of this job description. I further agree that I will adhere to the behaviors in the CAC Values Blueprint. I further agree that CAC is an "At Will" employer. My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by CAC (employer) at any time and for any reason whatsoever, with or without good cause at the option of either CAC or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and CAC.

Employee Signature

Date

Manager Signature

Date