

Nursery Worker
St. Andrew's Episcopal Church
Job Description

Summary

Provide dependable, safe, secure, and nurturing care to the children while at church, ages 0 through 4 years old, in a clean environment.

Qualifications

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age
- Satisfactory completion of background check and drug screening
- Must present the results of current (within 1 year) Tuberculin and current immunizations.
- Satisfactory completion of CPR training for infants and children
- Must adhere to St. Andrew's Safe Church Child and Youth Protection Policy Guidelines
- Must complete all Safe Church modules required for nursery workers prior to starting work.
- Supply at least three references.

Position Responsibilities

- Responsible for providing age-appropriate care which includes
 - Feeding
 - Changing diapers (Universal precautions should always be used while changing diapers or dealing with bodily fluids)
 - Escorting children to the bathroom
 - Maintaining a safe environment
 - Putting children down for naps
 - Holding children if needed
 - Sitting with and cheerfully interacting with children through games, stories, play, and prayer
- Be polite, courteous and friendly to all children, parents, and volunteers.
- Arrive at least 20 minutes prior to the Morning Service. Child care hours include every Sunday (9:30-11:30 a.m.). You are expected to work all Sundays even if a Sunday falls on a holiday unless otherwise discussed. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.
- Stay until children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parent via the communication system (cell phone or pager)
- Straighten the nursery room and clean all toys and beds before leaving the nursery. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff or volunteers will be responsible for laundering the sheets. All toys that have had contact with saliva will require *special attention* with the sanitizing solution available in the nursery.

- Attend an evaluation after a 90-day probationary period and thereafter annually.
- Report any issues to the Parish Administrator which hinder you from carrying out your duties or responsibilities.
- Communicate in advance by phone to the Parish Administrator:
 - Any planned absences with an advance two-week notice
 - Any unplanned absences at least two hours prior to the shift

Note: This description is not intended to include all responsibilities, as additional duties may be assigned, and existing duties may be adjusted at any time.

Employee Information

Hours: 2 to 3 hours per week on Sundays. Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.

Compensation: Starts at \$18 per hour, depending on qualifications.

Status: Regular, Part-Time, Non-exempt

I have read and received a copy of my job description. I understand this job description overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with the Parish Administrator and/or Rector.

Signature

Date

Revised: 4/15/24 8:36 AM