

**CITY OF PLATTSMOUTH
JOB DESCRIPTION**

POSITION TITLE:

Childcare Attendant

REPORTS TO:

Aquatics and Childcare Director

PURPOSE OF POSITION: Responsible for monitoring and caring for children using the Childcare at the Plattsmouth Community Center

EXEMPT: Y/N: NO—PART-TIME

ESSENTIAL FUNCTIONS:

Greets parents and children assuring all required payments and sign-in documents are completed

Entertains the children by playing games, reading stories, playing on the playground, etc

Responds quickly, efficiently, and professionally to any emergency situation; completes necessary paperwork and notifies the appropriate professional staff member

Assists with the general maintenance & upkeep of the Childcare and restroom

Enforces all rules and regulation promptly and professionally; notifies the appropriate professional on duty staff member of inappropriate behavior of facility users

Attends all required training session and scheduled meetings

Makes appropriate arrangements for a qualified substitute if unable to work required shift

All other duties as assigned

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY

Ability to stand, walk, and sit up to 75% of your scheduled work time.

Ability to climb, reach, balance, bend, stoop, squat, kneel, crouch, push, and pull up to 25% of your scheduled work time.

Ability to lift up to 25 pounds.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR REQUIRMENTS:

At least an eighth grade education required; High School diploma or GED highly desirable

Must be at least 16 years of age

Ability to work with attention to detail

Customer service skills desirable

Must pass a background check to ensure the safety of the children

CPR and First Aid certification desirable

