



EMPLOYMENT OPPORTUNITY



Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Posting Date:</u>	<u>Closing Date for Applications:</u>
Child Care Center Aide (4 positions) 20 hrs/week (Universal Pre-K Pilot Program)	September 18, 2007	September 21, 2007 (Internal Candidates)

Job Summary:

Under the supervision of the Site Manager, the Child Care Aide helps to maintain the cleanliness of the Child Care Center, fills in as needed to ensure a smooth flow for the Day Care Center and assist teachers in classrooms as needed.

Job Duties & Responsibilities:

Tasks may include cleaning of the childcare restroom (children’s and adults); cleaning face bowls, mirrors/glass, soap dispensers, tile, and toilets.

Assist Child Care teachers with other classroom needs and class preparation duties as required, (i.e. making copies, assisting with paperwork, organizing classroom, etc.)

Assisting in food service and in the absence of the cook, the Center Aide may be asked to assume the responsibilities of the cook.

Periodically will wash tables before meals, wash tables and chairs after meals, set and clear tables. Takes dishes back to kitchen after meals.

May sweep and wet-mop floors. Vacuum all carpeted areas, including after all meals.

Periodically cleans shelves, counters, chairs, tables, sinks, all water fountains, children’s lockers, and spot cleaning of walls/woodwork.

After lunch, empties trash from classrooms, offices and bathrooms and places in designated area for custodian; washes trash containers.

Responsible for maintaining all center laundry (towels, sheets, blankets, curtains, etc.). Maintain laundry area and linen closets; fold and store linen away, take linen up and down in all bathrooms.

Must adhere to all funders’ and regulators’ policies including, but not limited to; USDA, CEOGC, Department of Health, etc..

Fulfills assignment during practice emergency drills and actual emergency evacuation.

May be asked to answer phones and to assist with childcare coverage in the event of an emergency.

Performs other related duties as assigned.

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Job Qualifications:

Must have a high school diploma or equivalent. Must be in good physical health and be able to perform assigned duties in an efficient and high quality manner.

Must be able to follow and initiate written and verbal instructions and be able to work independently as well as cooperatively with other staff. Must be comfortable with and enjoy young children. Must have the ability to develop and use good personal relationships with staff, children and parents. Must be willing to accept suggestions.

Must be able to pass criminal background, fingerprint check, and drug test.

Must be able to lift 25 pounds on a regular basis. Must be able to walk, stand, lift and bend the majority of the workday.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and/or résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Human Resources Department
Attention: Child Care Center Aide
Universal Pre-K Pilot Program)
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257**