

Nursery Caregiver Job Description

revised 11/05/15

Job Description

- Nursery Caregiver must have prior experience with children.
- Nursery Caregiver will report directly to the Rector.
- Nursery Caregiver will be responsible for infant and toddler nursery.
- Hours are approximately from 9:00AM until 12:00PM each Sunday. There will be other parish events or Worship Services for which nursery care is needed on occasion.
- Should the Nursery Caregiver be out for any reason other than sickness, it is expected that the Nursery Caregiver will give a two week notice of time off to allow the Rector to plan accordingly.
- Nursery Caregiver must have annual proof from a physician showing general good health.
- Nursery Caregiver will do all SafeChurch training required by the Diocese of Western North Carolina.
- Should the Nursery Caregiver be ill and feel that he/she would be contagious, it will be the responsibility of the Nursery Caregiver to notify the Rector so that a substitute/volunteer can be found to provide the necessary services needed for the nursery.

Job Duties Performed On A Weekly Basis:

- Be responsible for the children in the nursery.
- Should the Nursery Caregivers have to leave the room, a church member is to be asked to supervise the children until the Nursery Caregivers can return.
- Children are to be released only into the care of a parent or into the care of a person whom the parent has designated. No one else is ever permitted to remove a child out of the nursery under any circumstance.
- Should the Nursery Caregivers feel that a child brought to the nursery is ill and would expose the other children to a contagious illness, it is the responsibility of the Nursery Caregivers to ask the parent to keep this child in his/her care and not expose the other children.
- A Sign-In Sheet is to be maintained to enable the Nursery Caregivers to notify a parent in case of an emergency.
- Name tags are to be provided for children and diaper bags. This allows parents to be notified if an emergency occurs and for a bottle or snack to be located out of the correct bag.

Nursery Caregiver Job Description
revised 11/05/15

- The Nursery Caregivers are responsible for maintaining a disinfected and clean environment in the nursery.
 - At the beginning of each Sunday, the Nursery Caregivers shall do the following:
 - Ensure that all toys and books are orderly.
 - Wipe down surfaces with Clorox wipes or Lysol cleaner.
 - Organize supplies: nametags and pens, garbage bags for dirty diapers, sign-in sheet, tissues.
 - At the end of each Sunday, the Nursery Caregivers shall do the following:
 - Straighten and put away all toys and books.
 - Wipe down toys and surfaces with Clorox wipes or Lysol cleaner.
- The Sexton is responsible for emptying the trash and vacuuming the nursery on a weekly basis.
- It is the responsibility of the Nursery Caregivers to inventory toys and learning materials in the nursery. These are to be evaluated annually and added to and deleted as needed, making needs known to the Rector.
- The Nursery Caregivers are to wear nametags.