

CITY OF LAKE JACKSON
JOB DESCRIPTION

APPROVAL DATE: 8/3/92
REVISION DATE: 03/24/06

JOB TITLE: NURSERY ATTENDANT	PAY CLASS:
DEPARTMENT: RECREATION	PAY GRADE: 400
DIVISION: RECREATION	FLSA: NON-EXEMPT
SUPERVISOR: FACILITY ASSISTANT/BLDG.	JOB NO: 37930

BASIC FUNCTION: The Nursery Attendant is responsible for the personal care, supervision, hygiene and discipline of children who are eligible to use the nursery facilities at the Lake Jackson Recreation Center. Maintains a facility area that is safe, neat, clean, attractive and ready for children. Works under the general supervision of the Facility Assistant – Building Operations.

PRINCIPAL RESPONSIBILITIES:

1. Provide constant supervision of all children. Children are never to be left alone.
2. Establish and perform routine procedures involved in the day-to-day operation of the nursery, including ID procedures, customer service and maintenance.
3. Handle routine situations with good judgement, flexibility, and good humor. Must be able to work with the other Recreation Center staff and show enthusiasm for the job.
4. Clean nursery area, inside and outside play areas and restrooms as assigned and/or as needed, including but not limited to sweeping, mopping and vacuuming, etc.
5. Complete and submit to appropriate supervisor all records as required, in a timely fashion, including but not limited to time sheets, attendance sheets, incident reports and any other required material.
6. Must be available to work as scheduled and be flexible to the daily demands of the Recreation Center. Must be available to work evenings, weekends and/or holidays as scheduled.
7. Establish and maintain friendly, professional, supportive rapport with parents and children. Provide positive customer service to parents at all times. Must be able to implement proper ID procedures for children and parents.
8. Must be able to interact with children on the playground and in the nursery area. Must be physically able to stoop, bend and interact on child's level.
9. Required to stand 95% of the work day.
10. Will frequently lift or move 10-60 lbs (as in lifting, carrying and holding children and infants). Will sometimes be required to lift or move over 60 lbs in awkward or difficult positions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must be at least 18 years of age and have a high school diploma or equivalent. Computer skills preferred. Ability to read is required. Ability to establish and maintain effective working relationships with supervisors and co-workers. Ability to understand all policies of the City of Lake Jackson and understand all rules, regulations and policies of the Lake Jackson Parks and Recreation Department. Ability to collect and present data in report form. Ability to communicate (verbally and in writing) with the staff and patrons of the facility.

Education: High school diploma or GED.

Experience: Child care experience in a structured environment preferred.

Licenses and certifications: Red Cross First Aid , Red Cross Adult and Infant CPR, Red Cross Childcare Certification (or obtain within 90 days of appointment)