Nursery Worker
Job Description

JOB PURPOSE:
A Nursery Worker is responsible for providing a safe, loving, caring environment for children left in the care of Holy Apostles Parish.

REPORTS:
Direct Supervisor: Director of Operations

TYPE:
Non-Exempt from Overtime, On-Call
Able to work flexible schedule as necessary (nights, weekends)

DUTIES & RESPONSIBILITIES (to include but not limited to):
- Work as a team with other nursery, parish office, and preschool staff/volunteers
- As a representative of the parish, must maintain a professional appearance and bearing
- Provide a safe, loving and enjoyable environment for the children left in your care.
- Provide age appropriate care which may include feeding, changing diapers, putting children down for naps, holding, playing with, or reading to children
- Plan activities for nursery events and set up classrooms with toys and other necessary items
- Know the daily curriculum and be able to teach the children about the topic
- Report immediately any safety hazards needing attention to the parish office
- Assist parents to assure proper sign in and out of their children. Assure that all children are picked up by the registered adult who dropped them off or one who is designated pick up person on the registration form
- Know of all possible concerns from parents including but not limited to allergies and special needs
- Document parental complaints and submit to the Director of Operations
- Record all accidents occurring in the nursery area and submit it to the Director of Operations
- Clean toys after nursery use
- Clean up the nursery after use
- Attend an Annual Safe Environment Training and any other planned training or team event throughout the year
- Be familiar with age appropriate basic safety and first aid procedures for age group
- Communicate in advance by phone or in person if you will be absent when scheduled to work. Planned absences must be given 2 weeks in advance. All other absences must be reported by phone 1 hour prior to start of shift that will be missed

TECHNICAL SKILLS & KNOWLEDGE PROFILE:
- High School Diploma/GED required
- 1 year experience working with children as a care provider
- Strong organizational skills along with oral & written communication skills required
• Knowledge and understanding of the Catholic Church and its mission required
• Knowledge of age appropriate basic safety and first aid procedures

PROFILE FOR SUCCESS:
• Cooperation and teamwork: Works well with others
• Decision making ability
• Communication: Professional demeanor and interpersonal skills
• Works well with others and able to work independently
• Caring and compassionate attitude

The employee is preferred to be a practicing Catholic in good standing with the Catholic Church and an active member of a Roman Catholic Parish.

As all diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of the parish is expected to model virtue and justice:

• Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
• Foster respect and dignity of all, do not gossip, do not slander or malign others
• Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
• Maintain confidentiality in all aspects of the job
• Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities
• Adhere to appropriate, respectful, dress code

Working Environment
• Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, reach, twist, grasp; to frequently lift, carry, push, and/or pull moderate amounts of weight

ACKNOWLEDGEMENT AND APPROVAL:

Name: ________________________________ Date: _______________

Director of Operations: __________________________ Date: _______________