

DUTY PROFILES – CASUAL CRECHE POSITIONS

POSITION	LEVEL	RESPONSIBILITIES	REQUIREMENTS/CAPABILITIES
CRECHE ATTENDANT	Level 2 VWGA	<p>CHILD SUPERVISION AND CARE</p> <ul style="list-style-type: none"> Supervises children within the crèche facility and outside activities Plans, implements and leads activities with the children including arts and crafts, outside play and games Interacts positively and appropriately with children Records and maintains a crèche admittance register Meets the needs of the children including feeding, toileting, comforting, lifting and carrying Reports any suspected sick children to Crèche Supervisor Works autonomously and cooperatively as a member of the team <p>CRÈCHE SAFETY, SECURITY AND HYGIENE</p> <ul style="list-style-type: none"> Maintains all crèche facilities, resources and equipment in an orderly, safe, secure and hygienic condition Cleans toys and equipment as required Implements hygiene and safety practices in working with children as directed by the Crèche Supervisor Leads Emergency Evacuations for the crèche facility when required <p>CUSTOMER SERVICE</p> <ul style="list-style-type: none"> Provides a high standard of customer service in liaising with the crèche children's' parents/guardians Greets parents/guardians in a warm and friendly manner Shares information with parents/guardians in accordance with operational procedure and as prescribed by the Crèche Supervisor Directs any difficult parent queries or concerns to the Crèche Supervisor Undertakes all duties responsibly as delegated by the Crèche Supervisor <p>WORKPLACE SAFETY AND HEALTH</p> <ul style="list-style-type: none"> I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws. <p>OTHER</p> <ul style="list-style-type: none"> Other related duties, as directed. 	<ul style="list-style-type: none"> Experience working as a childcare attendant in a crèche or day-care facility. Communicates clearly listening to, understanding and adapting communication styles to the audience. Provide First Aid in an Education and Care Setting (HLTAID004) and Provide CPR (HLTAID001) Western Australian Working With Children Check