



Oil Patch Kids LLC

Child Caregiver Job Description

Summary: Under general supervision, attend to children at the daycare facility located in Killdeer. Perform a variety of tasks, such as caring for children, cooking, overseeing play and cleaning. Daycare hours are Monday through Friday 7:30 am to 5:30 pm

Position Type: Full Time

Reports to: Daycare Director

Duties & Responsibilities: *(May include, but are not limited to)*

- Meeting the children's basic needs; (dressing, feeding, changing diapers, wiping noses, bathing, etc.)
- Organizing, monitoring and participating in various activities to keep the children busy having fun and learning.
- Making sure the children are safe at all times.
- Cooking and serving meals and snacks, as well as regulating rest periods and feeding infants.
- Keeping records on individual children, including daily observations and information about activities and daily routines.
- Keeping open communication with parents.
- Performing general housekeeping duties as well as sanitizing toys and play equipment.

Skills-Knowledge-Traits:

- Have a caring and compassionate nature.
- Be energetic, positive and like to have fun.
- Have excellent communication skills.
- Be able to work independently.
- Have good leadership skills.
- Be punctual and dependable.

Qualifications:

- CPR Certified
- Previous childcare experience preferred.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.