



200 Cherokee St.  
PO Box 4038  
St. Joseph, MO 64504

## Job Description

**Title: Floater**

**Program: Early Care & Education**

*All the criteria-based duties and standards within this document will be performed according to established policies, procedures and guidelines of Interfaith Community Services. Due to the nature of the mission of InterServ, all staff is expected to perform other duties as assigned.*

### Job Summary

Provides quality care for children enrolled in the child care program by offering developmentally appropriate activities in a safe, loving and respectful environment. Assists teacher in classroom activities.

**Works under the supervision of Program Manager.**

### Essential Job Functions - Responsibilities

1. Assists teacher with activities which are developmentally appropriate.
2. Uses effective and appropriate behavior management.
3. Maintains a constant watch over children's location whether inside or outside to ensure the child's safety and well-being.
4. Assists in cleaning of nap room, dishes, equipment, etc.
5. Assists in recording attendance with CACFP food program sheets.
6. Ensures proper care of building, equipment and supplies.
7. Prepares/serves afternoon snacks and supervises children during snack time.
8. Greets parents/guardians and dismisses children to custody of parents/guardians.
9. If closing, secures building in evening ensuring safety and cleanliness.
10. Attends training programs to meet State requirements for continuing education—currently 12 hours per year. CPR and First Aid, Child Abuse and Neglect, Safe Sleep, and other state mandated topics are required.

**Employment Category:** Child Care Staff

**Job Classification:** Variable/Hourly

Executive Director Approval \_\_\_\_\_ Date: 12/27/16

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### **Job Specifications**

1. **Education:** High School diploma or G.E.D. or commitment to obtain, working toward a CDA.
2. **Licensure:** N/A
3. **Experience:** N/A
4. **Essential Technical/Motor Skills:** Ability to read a thermometer, use a microwave.
5. **Interpersonal Skills:** Ability to work cooperatively with all individuals involved in program, including staff, parents and volunteers to ensure a professional, effective program.
6. **Essential Physical Requirement:** Ability to various positions both on the floor and upright, to move children weighing 7- 50 pounds, to ascend and descend stairs, to pass yearly TB test, to withstand stress of an active day. Ability to position self to access both upper and lower shelves, cabinets, etc. Ability to withstand various weather conditions in order to work outdoors for short time periods.
7. **Essential Mental Abilities:** Patience and understanding, ability to communicate effectively in a variety of formats, to anticipate and prevent children's accidents, ability to react quickly and appropriately in emergency situations, ability to complete a routine of tasks without constant supervision.
8. **Essential Sensory Requirements:** Ability to observe activities of infants and toddlers and hear their cries for attention.
9. **Exposure to Hazards:** Exposure to childhood diseases, cleaning chemicals, possible exposure to blood and other infectious material as defined by OSHA.
10. **Other:** 18 years of age. Pass a criminal record review completed by the Family Care Safety Registry

*InterServ staff commits him/herself to the values of the mission statement and works toward fulfilling the goals of Inter/Serv.*