

# Position Description

|                           |        |                                       |          |                |        |
|---------------------------|--------|---------------------------------------|----------|----------------|--------|
| POSITION TITLE            |        | Child Minding                         |          |                |        |
| REFERENCE/POSITION NUMBER |        | 1265 ( LCE5042)                       |          |                |        |
| DEPARTMENT                |        | Planning, Environment and Communities |          |                |        |
| ACCOUNTABLE TO            |        | Leisure Centre Manager                |          |                |        |
| SUPERVISOR                |        | Administration Team Leader            |          |                |        |
| DIRECTLY SUPERVISES       |        | None                                  |          |                |        |
| INDIRECTLY SUPERVISES     |        | None                                  |          |                |        |
| VOLUNTEERS SUPERVISED     |        | None                                  |          |                |        |
| GRADE                     | 4009   | STATUS                                | Casual   | TYPE           | Casual |
| HOURS                     | Casual |                                       | LOCATION | Leisure Centre |        |
| MOBILE PHONE              | No     |                                       | VEHICLE  | No vehicle     |        |
| APPLICABLE ALLOWANCES     |        | n/a                                   |          |                |        |
| LAST UPDATED              |        | 15/11/2023                            |          |                |        |

## OBJECTIVES

- To provide high quality childcare, within a positive, safe and happy environment within the in-house creche service at Kiama Leisure Centre

## SELECTION CRITERIA

### ESSENTIAL

- Current First Aid Certificate
- Current CPR Certificate
- Current Working with Children Check
- 12 months/years child minding experience

### DESIRABLE

- Certificate III in Childcare – CHC30121 (only entry level qualification in Training Package)

## ACCOUNTABILITIES

- Greet families to our crèche in a polite and professional manner.
- Observe and monitor children's play activities.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organise and participate in recreational activities, such as games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Dress children and/or change children (if required).
- Perform housekeeping duties such as cleaning, dishwashing, and changing of linens.
- Sanitise Crèche surfaces, toys and play equipment.
- Become familiar with Centre run programs and service to provide basic advice to crèche participants
- Administration tasks as required

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

## DELEGATIONS

|   |   |
|---|---|
| <b>FINANCIAL DELEGATION:</b>                            | Nil   |
| <b>RESPONSIBILITY DELEGATION:</b>                       | Act in accordance with Instrument of Delegation |
| <b>NO OF CONTRACTS MANAGED:</b>                         | Nil   |
| <b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>               | None  |
| <b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b> | No responsibility                               |
| <b>BUDGET DEVELOPMENT:</b>                              | None  |

| CONDITIONS OF EMPLOYMENT            |   |     |
|-------------------------------------|---|-----|
| <b>AWARD/AGREEMENT</b>              | Local Government (State) Award  |     |
| <b>POLICIES:</b>                    | Employees are to comply with Council's Code of Conduct and Council policies at all times.   |     |
| <b>PRE-EMPLOYMENT REQUIREMENTS:</b> | <ul style="list-style-type: none"> <li>Physical and mental capability to perform the inherent requirements of the position</li> </ul> |     |
|                                     | <ul style="list-style-type: none"> <li>Proof of ability to legally work in Australia</li> </ul>                                       |     |
|                                     | <ul style="list-style-type: none"> <li>Pre-employment screening to Australian Standards in Employment Screening.</li> </ul>           |     |
|                                     | <ul style="list-style-type: none"> <li>Criminal record check</li> </ul>   | Yes |
|                                     | <ul style="list-style-type: none"> <li>Pre-employment medical</li> </ul>  | Yes |
|                                     | <ul style="list-style-type: none"> <li>Working with children check</li> </ul>   | Yes |

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:**