

JOB POSITION

Preschool Center Aide

JOB SUMMARY

Provide assistance for teachers with children ages 0 to 5. Assist with food preparation and serving of meals for center staff and children. Maintain cleaning duties of the center.

QUALIFICATIONS

- Must be at least 18 years of age
- Possess a high school diploma
- Must demonstrate the ability to work well with young children
- Must be willing to change diapers
- Professional experience working with young children or in a group child environment preferred
- Requires a Tuberculosis Test, Blood Borne Pathogen certification
- All candidates must submit to various background checks completed by the Department of Human Services and the Michigan State Police Department

DUTIES/RESPONSIBILITIES

- Assist Lead Teacher in helping with daily program of activities based on principles of child development and in accordance with the center's curriculum
- Provide breaks for teachers
- Support, observe, interact, and engage with children through play
- Take the USDA Food and Nutrition safety training
- Prepare, and help serve meals/snacks for center children and staff
- Clean-up of meals following proper health regulations
- Sanitize toys daily
- Attend all staff meetings and in-services provided by the Center
- Responsible for assisting Center Director and teacher in implementing parent involvement activities
- Perform daily routine cleaning duties including bathrooms, kitchen, and center classrooms: (vacuuming, toy sanitizing, dusting, sweeping, mopping, toilet cleaning etc.)
- Maintain and inform Director on supplies needed for duties to be performed
- Ability to lift and carry up to 50lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety
- Perform other duties as required or assigned