

DUTY STATEMENT

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| POSITION TITLE | Children's Services Employee |
| LEVEL | Level 1/Trainee |
| REPORTS TO | Team Leader/Co-ordinator |
| PROGRAM | Early Childhood Services/School Age Care |
| POSITION SUMMARY | To be introduced to the childcare working environment and undertake duties as directed. |

DUTIES

1. Learning and implementing the policies, procedures and routines of the service.
2. Learning how to establish relationships and interacting with the children.
3. Learning the basic skills required to work in this environment with the children.
4. Giving each child individual attention and comfort as required.
5. Basic duties including food preparation, cleaning or gardening.
6. Other duties as directed.

SELECTION CRITERIA

ESSENTIAL

1. Ability to work in a team environment.
2. Ability to communicate effectively
3. Minimum year 10 Certificate
4. Over 18 years of age.
5. First Aid or willingness to obtain