

Wauwatosa Presbyterian Church

Job Description – Crib Room Caregiver

Purpose: To provide dependable, safe, secure, and nurturing care to infants and toddlers who are in the Crib Room at Wauwatosa Presbyterian Church.

Responsibilities:

- Provide age-appropriate care for children age 0 to about age 4, including feeding, changing diapers, escorting to bathroom, maintaining safe environment, holding or sitting with child, cheerfully interacting with child through games, stories, play and prayer. Promote a Christian atmosphere.
- Interact politely, friendly, and courteously with all children, parents, volunteers and co-workers. Treat all children with care, affection and respect.
- On Sundays when two services are scheduled, hours are 8 a.m. until last child is retrieved by parents, approximately 11:30 a.m. to noon. Under no circumstances may Crib Room Caregivers leave before all children are retrieved by parents. If parents appear not to be available, Crib Room Caregiver is to contact a pastor, Personnel Committee member or other responsible church member for guidance.
- Before leaving a shift, Crib Room Caregivers will tidy room, put toys and equipment back in designated locations and make sure any spills, fluids, “accidents” and toys put in the mouth are properly cleaned.
- Crib Room Caregivers will notify Office Manager of any shortage of supplies or damage to equipment.
- On Sundays where one service is scheduled, hours will be adjusted accordingly.
- Sundays (work days) and hours will be scheduled by mutual agreement of Office Manager and Crib Room Caregiver.
- Repeated inability by a Crib Room Caregiver to take on requested shifts may be cause for dismissal.
- In addition to Sunday mornings, hours may be available on a voluntary basis during weeknight programs and services or for other special occasions. Hours will be scheduled by mutual agreement of Office Manager and Crib Room Caregiver. Inability to accept these hours will not be cause of dismissal of a Crib Room Caregiver.
- Crib Room Caregivers will be subject to satisfactory background check and will be required to complete compliance training as provided by employer.
- Drug or alcohol use or intoxication on the job absolutely will not be tolerated and will be cause for immediate dismissal.
- Crib Room Caregivers must be 18 years or older.
- Crib Room Caregivers are employees at will and, as such, may be terminated by WPC for any reason or no reason, at any time. Conversely, Crib Room Caregivers may terminate employment at any time, with or without notice.