

**CITY OF BRECKSVILLE**  
**Job Description**

**Job Title:** Recreational Employee – Child Care Attendant  
**Department:** Community Center  
**Reports To:** Financial/Customer Service Clerk  
**FLSA Status:** Non-Exempt  
**Approved Date:** July 1, 2019

**JOB SUMMARY**

Under general direction of the Financial/Customer Service Clerk, performs child care attendant duties relating to Community Center programs, policies, and procedures.

**CLASS CHARACTERISTICS**

This is a part-time child care worker classification level that supports the programs and activities of the Community Center.

**ESSENTIAL FUNCTIONS**

Greets customers and children in a friendly manner when they enter the child care area.

Answer all questions regarding the running of the child care facility to the parent.

Perform all duties relating to the safety, entertainment & wellbeing of the children during the duration of the period they are under their care.

Keep track of all paperwork (calculate and charge), vouchers, time sheets, health records etc.

Certified in and able to perform CPR and AED (automated external defibrillator)

Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of the Child Care policies, operation and procedures. Have a knowledge of child development and have the ability to access each individual situation and handle multiple ages and groups of children. Ability to communicate patiently and effectively with children as well as an ability to communicate well with co-workers and customers.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, crawl, kneel, crouch, or hear. The employee must occasionally lift and/or carry, push, pull, or otherwise move objects weighing up to 25 pounds. The employee must be able to move heavier toys around to make room for crawlers, clean toys, sanitize diaper changing table after every use. The employee must be able to push a child in a stroller around the facility (provided by the Community Center). The employee must be able to administer CPR & AED (automated external defibrillator).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

Work is performed in the child care area off of the main lobby, work exposes incumbent to children who

can scream and cry loudly and incessantly at times. The noise level in the work environment is moderate.

**EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED) and prior child care experience preferred.

Selected applicants may be subject to, and must pass a physical, drug test, and background check.

**MISCELLANEOUS**

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.