



Job Title: **Baby Institute Support Staff**
Reports to: Baby Institute Project Coordinator
Supervises: None
FLSA Status: () exempt (X) nonexempt () full-time (x) part-time () other
Hourly Rate: \$10.00 per hour

Position Summary:

Provides a safe environment for children, parents and staff at meal times. Maintain effective communication with parents, guardians and co-workers.

Essential Job Functions:

- Responsible for the set up of the area where the food will be served.
- Responsible for serving food to children, parents and staff.
- Follow proper sanitary and hygienic food handling procedures
- Ability to follow procedures and ensure completion of all necessary Project paperwork.
- Develop good rapport with children. Interact effectively with all ages.
- Provide a safe, nurturing and positive environment for children.
- Ability to work as a team member.
- Must be patient, courteous and professional with children, parents and co-workers.
- Open and flexible to change.
- Must be able to complete basic recordkeeping documentation related to children's care
- Must be punctual and reliable in attendance

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Minimum Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
 - Ability to establish and maintain effective working relationships with employees and tactfully communicate potentially sensitive information.
 - Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
 - Must pass background screening and drug test.
 - Must be available to work flexible schedule on Saturdays, or evening meetings.
 - Must demonstrate the ability to
 - Follow policies, procedures, standards and rules.
 - Apply technical information, and keep accurate records.
 - Must demonstrate **strong** skills in
 - Organization and effective records management practices.
 - Attention to detail
 - Problem-solving techniques.
 - Professional appearance and presentation.
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- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
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Education and Experience

- 1 years experience working in a childcare center
 - High school diploma
 - Two years office administration experience preferred
 - Physical capability to lift over 20 pounds and engage in physical activity on a frequent basis.
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Please send email to msanchez@elcoc.org