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Job Description: Caregiver

Position Description

The Caregiver's primary role will be to actively engage in meeting the needs of the children as part of the staff/child matrix. The most important element of this position is attentiveness to the safety and well-being of the children in our center at any given time. Caregivers will report directly to both the Shift Lead during a shift and to those not currently on the clock, and must maintain cooperation with them at all times to ensure smooth operations.

Our primary goal is the SAFETY of children in our care. All activities of a Caregiver during his/her shift will operate with that goal in mind. However, and equally important, we also want children to have FUN each and every time they visit our facility. This is accomplished by, as a team unit, engaging with each child in attendance. This can be accomplished in a wide variety of ways...by assisting with activities/ games in the form of organized centers, by interacting with children on a one-on-one basis through conversation or play and by brainstorming new ways to utilize our center to ensure a fun and positive play experience for the children. Every child who visits Kid Station will be encouraged and invited to "join in", however, meeting children where they are is a key ingredient for a successful play experience while in our care.

Expectations

Ensuring the safety and well-being of the kids includes a team-approached effort to keep our center in accordance with all health department and DHS-related requirements and regulations. The Shift Leads will provide for you specific duties instructions on proper care for children in all age groups including feeding, diapering/potty, handling, etc. These will be communicated to you through checklists, verbal instructions and formal training sessions. These instructions must be taken seriously and performed as requested, as the Shift Leads have established a high measure of quality and Caregivers are responsible for contributing to that goal.

In addition to following proper Child-related procedures, there are also operational/cleaning duties that must be performed on a routine basis in order to keep the center clean and operable. Such instructions will also be communicated through checklists and verbal instruction. They will also request, during appropriate times, your assistance beyond the routine cleaning and maintenance procedures (for example, disinfecting the inside of the train, cleaning walls, etc). Shift Leads will make every attempt to be reasonable about the request as well as provide adequate instructions. If there is ever a question, please be sure to clarify with a Shift Lead, on duty or otherwise, regarding expectations.

On call

Every Caregiver employed by Kid Station, who has not been hired for a “limited availability” role, will be scheduled for an “on call shift” in addition to his/her scheduled shifts. An employee can anticipate being scheduled for an on-call shift as much as once per week or as few as once per month. When a Caregiver is scheduled for an on-call shift, he or she *must be within thirty (30) minutes of being called*. Caregivers will not receive pay for this shift unless he or she is called into work. In which case, pay will be provided as normal for those additional hours worked. See the employee manual for additional details about this type of shift.

Uniform

Providing for the safety and well being of children requires a high level of physical activity. It also requires a uniform that is comfortable and functional. Our uniforms consist of: a “Kid Station T-Shirt”, solid color jeans or shorts and comfortable, closed-toes shoes. In an effort to communicate a positive image of our brand, a caregiver’s appearance during a shift needs to be clean, tasteful and within uniform. Shorts need to be near the knee and uniform T shirts need to be clean and show no extreme signs of wear. Caregivers are expected to arrive in uniform for each shift. Each employee will receive two new uniform T-Shirts per year and one long sleeved shirt when cold weather season starts. Any additional shirts may be purchased by the employee.