UNIVERSITY OF SOUTHERN CALIFORNIA

Child Care Aide

Job Code: 159008

Grade: C
OT Eligible: Yes
Comp Approval: 10/16/2009

JOB SUMMARY:
Assist child care teachers and nutrition coordinator in a variety of child care and food program activities in a child development facility.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tbody>
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<td>Assists nutrition coordinator with kitchen duties. Prepares breakfast, lunch and snacks at specified times. Takes food and serving materials to classrooms. Assists child care teachers during mealtimes as needed. Returns serving materials to kitchen after every meal and snack. Loads and unloads the dishwashing machine. Assists with storage and inventory of kitchen supplies and food, as needed.</td>
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<td>Assists child care teachers with light housekeeping duties such as laundry; sweeping floors and sanitizing tables after meals; cleaning and sanitizing classroom countertops and other related areas; dusting; cleaning and sanitizing toys, play equipment, cots and other items and/or materials, as needed. Keeps kitchen, cooking areas and classrooms clean and orderly.</td>
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<td>Assists child care teachers in setting up indoor and outdoor environments.</td>
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<td>Assists child care teachers in caring and supervising children during staff breaks and planning times or as needed.</td>
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<td>Assists staff during center events such as fundraisers, field trips and special events, as needed.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [X] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less than high school

**Minimum Experience:**
0 - 6 months

**Minimum Field of Expertise:**
On-the-job training. Demonstrated communication skills.

**Preferred Education:**
High school or equivalent

**Preferred Experience:**
1 year

**Skills: Specialized Equipment:**
- Dishwasher
- Electric can opener
- Food grinders and disposals
- Freezer
- Microwave oven
- Refrigerator
- Toaster

**Supervises: Level:**
May oversee student, temporary and/or resource workers.

**Skills: Trade/Auxiliary:**
- Basic cleaning
- Clean kitchen equipment and appliances
- Communicate with others to gather information
- Dust and clean various surfaces
- Handle and move objects
- Handle knives
- Perform laundry tasks
- Prepare food and beverages
- Sanitize countertops, tables, toys, nap cots and other items
- Serve food and beverages
- Sweep floors
- Understand and apply policies and procedures

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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