



St. Labre Indian School - Ashland, MT 59003 - (406) 784-4500
 Pretty Eagle St. Charles

JOB DESCRIPTION

Job Title: Child Care Center Cook/Aide
Department: Youth & Family Services
Reports To: Childcare Supervisor
FLSA: Non-Exempt
Salary Grade: 1B (\$8.75-\$12.10)
Approval: 7/22/2010
Status: Full-Time 12-month
Location: St. Labre Ashland, MT
Closing Date: 8/6/2010

SUMMARY

Prepares breakfast, lunch and afternoon snack daily for children and staff according to CACFP (Child and Adult Care Food Program) guidelines. This includes preparing daily paperwork to document meal participation records, preparation of menus, infant meal records and food production records. Provides weekly grocery, water and milk order to supervisor. Responsible for child medication authorization documentation and administering dosages. Fill in as caregiver aide to keep proper ratios in accordance with licensing regulations. Must attend and complete 5 hours of food, health and safety training yearly as required by CACFP. Must attend and complete 8 hours of childcare training yearly as required by Montana state licensing division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties And Responsibilities include the following. Other duties may be assigned. *Indicates the non-essential duties and responsibilities. Nothing in this job description restricts St. Labre's right to assign or reassign duties and responsibilities to this job at any time.

1. Plans and prepares breakfast, lunch and afternoon snack for children and snack.
2. Prepares daily paperwork for CACFP to include meal participation records, daily menus, infant meal records, and food production records for children ages 3 to 5 years.
3. Provides several fun food activities monthly after planning with caregivers.
4. Keeps accurate documentation of all administered medications on required state forms. Works with supervisor to communicate daily with parents who request medications be administered to their child ensuring proper forms are in order.
5. Administers medications at appointed times.
6. Takes temperatures of children when requested.
7. Prepares formula bottles and takes to nursery when needed.
8. Must be able to go to nursery or 2 and up area when needed for assistance with children.
9. Assists with daily laundry.
10. Prepares monthly menus on or before first of each month for supervisor newsletters and menus.
11. Prepares weekly grocery, milk and water orders for supervisor.
12. Follows budget guidelines for food purchases.
13. Keeps kitchen, dining room and pantry clean.
14. Ability to be flexible in daily routines.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities at time of hiring.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Child Care Aide I High school diploma or general education degree, GED. One to three years related child care experience, preferred.

Child Care Aide II High School diploma or general education degree, GED.

One to three years related child care experience, plus Child Development Associate, CDA, which requires 60 hours of approved training as determined by the Montana Department of Public Health & Human Services and the National Credentialing Program.

KNOWLEDGE SKILLS AND ABILITIES

Excellent oral and written communication skills.

Strong interpersonal skills with the ability to establish and maintain effective working relationships with staff, parents, staff of other programs and organizations and the general public.

Ability to maintain materials of highly confidential nature.

Ability to work independently and still maintain high quality.

Have a strong understanding and love for children.

Respects the teachings of the gospel of Jesus Christ in private, personal, and public life.

Commitment to the mission of the Roman Catholic Church in Native American education.

Sensitivity to, and appreciation of Native American people and their cultures.

Ability to serve as an appropriate role model for students.

CERTIFICATES, LICENSES, REGISTRATIONS

Required by the Department of Public Health and Human Services: 1. Valid Montana Drivers License 2. Current CPR Certification 3. Current First Aid Certification 4. Current TB (Tuberculosis) Test within the last year 5. Must obtain 8 hours of approved training annually 6.

Background Checks * Criminal Background Check * Child Protective Services Check * Division of Motor Vehicle * Out of State Check (if lived in another state within past 5 years) 7. Current Immunizations: *MMR (Measles, Mumps, Rubella) or Rubella Titer *Td (Tetanus Diphtheria) within 10 years

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

