

0KE ,K

:Wd/K

0S

Xv 0E y%00/Pm EPpU HP v
7605PE 0E 0HP 0E šv0U
0EP00E 0E 0K

&por, 0E 00X

0K/d/W

- !
-
-
-
- !
- !

-
-
-
-
-
-
-
-
- !
- !
-
-
-

- Maintain Early Child Development Center daycare nurse station
- Make sure all equipment and supplies are ready and set-up for activities in advance.
- Document incidents with daycare assistants, parents, and or students
- Summer camp duties as assigned
- Filing when needed
- All other duties as assigned

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard daycare/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten-month, full-time hourly non-exempt employee, working afternoons

Reports to: Director of Extended Daycare

This is a full-time, hourly, non-exempt position. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.