

*West Side Christian Church  
Topeka, Kansas*

*Position Description  
**Nursery Worker***

Date Revised: 7/22/2017

**STATUS:** Part-time, \$10.00/hour

**HOURS:** Approximately 5 hours a week  
Sundays 9am-noon  
Wednesdays 5:30pm-7:30pm (excluding summer months)  
additional hours may be offered during holiday, fellowship, and business events

**BENEFITS:** none

**SUMMARY:** The Nursery Worker is responsible for providing safe, secure, and nurturing care to children birth through age 2 (up to age 3). The Nursery Worker is also responsible for keeping the nursery room tidy and clean, sanitizing toys and environment after use.

**SUPERVISOR:** The Christian Education (CE) Committee's Nursery Coordinator will be the main contact for the Nursery Worker. Direction may also be offered by the senior minister and/or the CE chair.

**RESPONSIBILITIES:**

1. Provide age appropriate care which includes, but is not limited to, feeding or providing snacks, changing diapers, toilet training assistance, encouraging naps, holding, sitting with, and cheerfully interacting with children through games, stories, and play.
2. Provide a safe and clean environment for the children at all times. Be familiar with the safety and hygiene rules posted in the nursery and listed below.  
A Safe Environment shall include:
  - Have parent or responsible adult sign children in/out. Children shall be released only to those specified on the form.
  - Parents or guardians shall complete a registration form before leaving their child in the nursery for the first time. The child's picture shall be taken and attached to the registration form for easy identification by workers in the nursery. Be sure any allergies are written down on this form.
  - Keep children on the play side of the nursery fence unless napping or changing diapers.
  - Watch for small toys which could be a choking hazard.

- If outlet needed, only use those located on the sleep side of the nursery.
- On the sleep side of the nursery, loose covers are on the beds to protect the sheets. Please remove them before placing a child in the cribs. It is important to place an infant on their back when sleeping. No pillows or stuffed animals are to be placed in the sleeping area with the child.
- Keep diaper bags, infant seats and /or highchairs on the sleep side of the nursery fence unless in use.
- Snacks will be provided at the table or a high chair. Children should be given a bottle while being held or in a high chair. Children should not be walking around while eating or drinking.
- Worker may bring their own cold beverage (no hot drinks, please) into nursery if contained in a spill-proof, non-see-thru bottle/mug. Keep container on the sleep side of the nursery, out of reach of children.
- Stay in the nursery until all children are released to a responsible adult named on the child's registration form.
- Be familiar with safety procedures posted in the nursery for emergencies and fires.

A clean environment shall include:

- Diaper changing shall be done at the changing table provided on the sleep side of the nursery, not on the floor or any other surface. Please clean changing pad after each diaper change. Dirty diapers are to be placed in the diaper pail next to the changing table. Workers shall wash their hands after changing diapers.
- Inform parents they are welcome to use the changing tables in the nursery or use the changing stations in the women's and men's bathrooms.
- Straighten room and clean any used toys/beds before leaving.
- Place used bedding and sheets in the designated basket. A CE representative will wash them. Clean sheets are available in the cabinet. Replace dirty bedding with clean bedding as needed.
- The first Sunday of every month, thoroughly disinfect all toys, furniture, refrigerator, and the bathroom. This is to be done after all children have been picked up from the nursery. A check list will be provided.

**QUALIFICATIONS AND APTITUDES:**

1. 2+ years experience caring for babies and small children; experience shall be demonstrated through reference(s).
2. Prefer candidate is at least 18 years old, as demonstrated by a copy of driver's license or birth certificate.
3. Personal reference by a school faculty member or staff is desired but not mandatory.
4. Present certificate showing successful completion within the last 2 years from a certified hands-on Pediatric CPR/First Aid course (on-line trainings do not qualify). If employee does not have record of successfully completing the training or has not taken a course in the past 2 years, West Side will pay for the Red Cross Pediatric CPR/

First Aid course (<http://www.redcross.org/lp/cpr-aed-firstaid>) to be completed within the first 3 months of employment.

CONDITIONS OF EMPLOYMENT:

- Prior to employee’s start date, West Side will conduct a background check. Upon successful completion of the check, a start date will be determined.
- A 30-day “mutual evaluation” period is required of a new Nursery Worker who has no previous relationship with West Side Christian Church. This period provides the Nursery Worker an opportunity to get to know the children and other church leaders, and vice versa. After 30 days, a decision on whether or not to progress into a longer term of commitment will be made jointly by the church and the Nursery Worker.
- All Nursery Workers must provide the results of a current (within three years) Tuberculin test and current immunizations. WSCC will pay for the initial Tuberculin test and a test every 3 years thereafter.
- All Nursery Workers must be willing to take a hands-on Pediatric CPR/First Aid course through an approved provider (on-line courses do not qualify). The cost of the class will be paid for by WSCC. If successful completion of the course has occurred in the past 2 years, provide a copy of the completion certificate.
- Appropriate, casual dress for a church or Sunday school setting is expected.
- Call the Nursery Coordinator two weeks in advance for planned absences, and as soon as possible for illness.

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(Completed upon hiring)

I have read the job description for Nursery Worker and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

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Name (print)

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Signature

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Date