**JOB TITLE:** DAYC1 – Child Care Centre Assistant

**DEPARTMENT NAME:** Child Care Services

**CONTACT NAME:** Kim Ainsworth

**JOB DESCRIPTION:**

Under the supervision of the Child Care Supervisor, the Child Care Centre Assistant assists the centre staff in maintaining a clean and safe environment:

1. General clean-up, sanitizing and organizing dishes, play materials and equipment, doing laundry, filling and emptying the dishwasher, sweeping, etc.
2. Performs other relevant cleaning duties as assigned by the Supervisor.
3. Hours of position are 2 – 5 pm (between Mon and Fri).

**QUALIFICATIONS:**

1. Open to accepting direction and feedback;
2. Ability to take initiative in working through assigned and listed duties, assessing priorities and working with a minimum of direct supervision, cleaning and tidying to high standards;
3. An ability to relate well to the centre educators, young children and their family members and present oneself in a professional manner;
4. Flexibility to adapt to changing circumstances and priorities in a busy environment;
5. Must provide documentation of immunization;
6. Must have ability to clear criminal record check (Child Care Services will pay for the application fee).

**JOB LOCATION ON-CAMPUS:** UVIC Child Care Complex C 
2365 Lam Circle, Victoria

**WORK STUDY WAGE:** $14.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:**

**HOURS AVAILABLE:** 65

**HOW TO APPLY:**

Email resume, cover letter and hours of availability to:
Kim Ainsworth, Manager, Child Care Services kainsw@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php