

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DAYC3 – Child Care Centre Assistant 3

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Child Care Services

CONTACT NAME: Kim Ainsworth

JOB DESCRIPTION:

Under the supervision of the child care centre supervisor, the Child Care Centre Assistant assists the centre staff in maintaining a clean environment by doing the following:

1. General clean-up, cleaning and disinfecting of all high touched surfaces.
2. Loading and unloading dishwasher, doing laundry, sweeping, etc.
3. Performs other relevant cleaning duties as assigned by the supervisor.
4. Hours of position are **12:00 noon – 3:00 pm** (between Mon and Fri).

QUALIFICATIONS:

1. Suits someone who likes to clean and tidy.
2. Open to accepting direction and feedback;
3. 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;
4. An ability to relate well to the centre educators, young children and their family members and present oneself in a professional manner;
5. Flexibility to adapt to changing circumstances and priorities in a busy environment;
6. Must provide confirmation that have received all childhood immunizations per BC Schedule;
7. Must have ability to clear criminal record check (Child Care Services will pay for the application fee).

JOB LOCATION ON-CAMPUS: Child Care Complex B, 3891 Finnerty Road

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 25

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

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>