JOB TITLE: DAYC3 – Child Care Centre Assistant 3

DEPARTMENT NAME: Child Care Services

CONTACT NAME: Kim Ainsworth

JOB DESCRIPTION:

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

1. General clean-up; washing and sanitizing dishes, play materials and equipment; sweeping; washroom clean up, set up and put away of naptime mats, keeping the centre generally tidy, clean and organized.

2. Performs other relevant duties as assigned by the Supervisor.

3. Approximate hours of position are noon– 3:00 pm between Monday and Friday.

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 A, 3889 Finnerty Rd, Victoria

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

HOURS AVAILABLE: 124

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