



# Mom's House®

*Celebrating life and empowering parents through education and child*

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JOB TITLE: Facility Assistant  
REPORTS TO: Program Director  
CLASSIFICATION: Hourly paid position

### JOB SUMMARY:

This position entails assisting early childhood educators and kitchen staff to maintain a tidy and secure learning environment. The facilities assistant plans and executes daily activities with the lead teacher, monitors the kids, and enhances the play and learning space. The cook fulfills a crucial function in the kitchen by organizing wholesome meals and adhering to regulations. The job includes fostering professional relationships with the kids, parents, and staff and following policies and rules of NYS Daycare, CACFP, and speech, motor, cognitive science, math, social, and emotional development.

### ESSENTIAL FUNCTIONS:

- Making wholesome snacks and meals.
- Giving kids with dietary needs alternative meals.
- Quickly prepare food according to the daily serving schedule.
- Keeping food storage spaces and the kitchen spotless.
- Keeping track of proper food storage temperatures and maintaining food supplies.
- Putting sanitary, health, and safety protocols into practice.
- Helping the lead teacher design the curriculum and carry out the activities.
- Monitor and evaluate the development and conduct of kids.
- Making sure rules are followed.
- Assisting the head teacher in carrying out the daily curriculum.
- Reporting issues from parents or kids to the lead instructor.
- Promoting child growth and fostering a supportive atmosphere for learning.
- Adopting safe and healthy practices.
- Interaction with staff, parents, and students in a professional manner.
- First aid/CPR training as well as in-service instruction.
- Assist with covering staff lunches and breaks.
- Sub in the classroom as needed.

### REQUIREMENTS/QUALIFICATIONS:

- Complete 15 hours of professional development annually.
- Complete staff evaluation annually.
- Complete CPR/First Aid Training every two years.
- Complete 6 hours of orientation in the first 90 days.
- Follow and implement center, CACFP, and OCFS policies daily.
- Meet NYS Daycare Regulations requirements.
- Proof of high school diploma/GED.
- One year of experience working with children under 13.
- Complete OCFS background checks.
- Provide TB skin test and health professional statement.

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I, \_\_\_\_\_, have read and understand the above job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date