

# Nebo Crossing Junior Academy

## Position: Floater Teacher Assistant / Cook



### General Job Description:

Nebo Crossing Junior Academy of Marion is a growing provider of comprehensive education based childcare programs. We offer child care for children ages 6 weeks to 5 years old. We are seeking someone who has a passion for working with young children, exceptional communication skills, and a outstanding work ethic to join our team!

### Education Requirements:

1. High School Diploma or equivalent.
2. One (1) year of child care experience in a child care center.
3. CPR and First Aid certification (or willing to obtain within 90 days of employment).
4. SIDS certification (or willing to obtain within 60 days of employment)

### Job Duties:

1. Assist lead teacher in preparing, implementing, and evaluating daily classroom activities.
2. Assist lead teacher in supervising children taking care of their welfare, health, and safety.
3. Take responsibility for children when Lead Teacher is not present or a substitute is present.
4. Assist the Lead Teacher in maintaining a safe and healthy environment.
5. Maintain orderliness and cleanliness in the classroom to include, but not limited to, janitorial duties as assigned such as: sterilization of toys, sweeping and mopping of floors, cleaning and sterilizing toilets and sinks.
6. Assist with daily personal hygiene of the children such as diapering, feeding, tilting, hand-washing, and resting.
7. Prepare meals for children using the Nebo Crossing Junior Academy menu and menu planning sheets.
8. Maintain nutrition records as required.
9. Store food and supplies properly per established regulations.

10. Maintain cleanliness of kitchen at all times. Clean and sanitize dishes, tableware, pots, pans, etc in a timely manner.
11. Ensure disposal of garbage each school day.
12. Maintain compliance with all current North Carolina and DCDEE guidelines within the classroom and outdoors.

**All Nebo Crossing Junior Academy employees are expected to demonstrate:**

1. Initiative: Work independently, efficiently and effectively; look for opportunities to take on more responsibility, seek areas of improvement and exhibit appropriate leadership qualities.
2. Creativity: Think of new ways to improve and streamline workflow.
3. Accountability: Take pride in work; accept responsibility for the final outcome; take an active role in maintaining a clean work environment; look for professional growth opportunities.
4. Reliability: Follow through on tasks and responsibilities; good organization and time management skills; prioritize duties without sacrificing quality.
5. Professional Demeanor: A positive attitude and team player; act as role models; strive for excellence; respect personal and professional boundaries; help create a positive work environment; deal with conflicts in a professional manner.
6. Adaptability: Not locked into one way of doing things; eager to learn and apply new techniques; approach problems in a solution-oriented manner; capable of making decisions in a timely manner with due consideration.
7. Motivation: Energetic and enthusiastic; work hard to meet or exceed all job responsibilities; able to stay on task without direct supervision.
8. Temperament: Courteous to customer and other staff; help create a positive team atmosphere; act in a manner that makes others feel comfortable and safe.
9. Self-Awareness: Able to actively receive feedback by listening and integrating feedback to enhance performance; open to suggestions for growth by being able to accept developmental feedback.
10. Punctuality: Prepared to begin work at the scheduled time; work until shift is done; arrive to meetings on time and prepared.
11. Communication: Keep lines of communication open with customers, families, advocates, and administration; easily accessible to others.
12. Culture: Align with Nebo Crossing Junior Academy culture, mission and values by working with others to achieve organizational goals.

All applicants must have a current criminal background check, TB test, and wellness physical, or be willing to receive, prior to employment.