

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT (SOCIAL DEVELOPMENT & EARLY CHILDHOOD SERVICES – PARENTING SERVICES - LOCATION – RED HILL FAMILY CENTRE)

NURSERY AIDE/HOUSEKEEPER – CUPE 5167

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Social Development and Early Childhood Services lead, plan and manage city wide early years and child care systems and provide comprehensive evidence based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

SUMMARY OF DUTIES

Reporting to the Supervisor, assists with food preparation, cleans building, equipment and linens used by staff, children and clients in compliance with the Day Nurseries Act.

GENERAL DUTIES

Assist the cook in preparing meals and snacks for children, clients and guests.

Deliver and pick up food from kitchen to classrooms.

Assemble bin with proper number of dishes, cups, eating and serving utensils and deliver to classrooms.

Wash and disinfect utensils, cups, plates etc by hand and machine.

Wash, disinfect and polish cupboards, fixtures and appliances in the laundry room.

Wash, disinfect and put water treatment in dishwasher.

Store food and paper product orders.

Store hazardous materials in a locked area.

Launder linens, bibs and clothes.

Stock classrooms, washrooms and kitchen with clean linens and clothes.

Document arrival of children on taxi.

Meet children at taxis and delivers them to their classrooms; take children to taxis, seat belts children in at their pick up time.

Set up children's cots for sleep time, store cots after use.

Disinfect cots weekly.

Mix disinfecting chemicals and deliver to classrooms, washrooms and kitchen.

Wash and disinfect children's cots.

Disinfect children's chairs and tables.

Sweep floor areas in laundry room, kitchen and pantry.

Stock paper and cleaning products in washrooms, laundry room and kitchen areas; check and report supply levels.

Assist in preparation for special events such as picnics.

Water plants.

Disinfect and dust offices weekly by dusting shelves, cleaning inside window ledges and windowsills and disinfect children's furniture.

Clean refrigerators in staff and parent lounges.

Assist with fire drill by blocking roadway with pylon while teacher(s) assist children to cross road.

Work in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous Nursery Aide and Housekeeping experience related to duties listed above.
2. Demonstrated ability to read, understand written and verbal instructions.
3. Practical knowledge and skill in kitchen work including preparation of meals and snacks for children in a Day Care setting.
4. An understanding of young children's needs and parenting.
5. Previous cleaning experience with working knowledge of cleaning methods, materials and equipment.
6. Demonstrated ability to lift supplies, equipment and to operate cleaning equipment in a safe manner.