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## Job Description: Caregiver

### Position Description

Our primary goal is the SAFETY of children in our care. All activities of a Caregiver during his/her shift will operate with that goal in mind. However, and equally important, we also want children to have FUN & LEARN each and every time they visit our facility.

The Caregiver's primary role will be to actively engage in meeting the needs of the children as part of the staff/child matrix.

### Responsibilities:

The most important element of this position is attentiveness to the safety and well-being of the children in our center at any given time.

- Reporting directly to both the Director and Assistant Director during a shift.
- Preparing food for all children (Breakfast, Lunch, Dinner, Snacks) depending on what shift you are working.
- Assisting with activities/ games in the form of organized centers.
- Interacting with children on a one-on-one basis through conversation or play.
- Engaging with each child in attendance.
- Brainstorming new ways to utilize our center to ensure a fun and positive play experience for the children.
- Helping and filling in wherever need.
- **\*\*Child Supervision\*\***: Monitor and ensure the safety of children at all times during indoor and outdoor activities.
- **\*\*Daily Care\*\***: Assist with daily routines, including feeding, diaper changing, and potty training as needed.
- **\*\*Engagement and Interaction\*\***: Engage children in age-appropriate activities that promote learning and development, including arts and crafts, games, and storytelling. Also helping after school children with their homework.
- **\*\*Behavior Support\*\***: Encourage positive behavior and help children develop social skills through modeling and guidance.

- **\*\*Health and Safety Monitoring\*\***: Observe children for any signs of illness or distress and report any concerns to the supervising teacher or director.
- **\*\*Cleanliness and Hygiene\*\***: Maintain a clean and organized environment, ensuring that toys and equipment are sanitized and safe for use.
- **\*\*Communication with Parents\*\***: Provide updates to parents on their child's daily activities, behavior, and any concerns that arise.
- **\*\*Team Collaboration\*\***: Work collaboratively with teachers and other caregivers to ensure a cohesive and supportive environment for the children as well as subbing in classrooms if a teacher is out/off or when a replacement is needed until the position is filled.
- **\*\*Activity Preparation\*\***: Assist in setting up and cleaning up activities, including organizing materials and supplies.
- **\*\*Record Keeping\*\***: Help maintain accurate records of attendance, incidents, and whatever else the teacher or administration may need.
- **\*\*First Aid\*\***: Be trained in basic first aid and CPR, and respond appropriately to minor injuries or emergencies.
- **\*\*Participation in Training\*\***: Engage in ongoing professional development and training opportunities to enhance caregiving skills.

### **Requirements:**

- Proven experience in a Child Care/ Day Care setting (recommended but not required).
- Ability to work and thrive in a team setting.
- Patience, Flexibility and Love for Children.
- Ability to meet children "where they are" and understand different behavioral needs.
- Completion of all DHS requirements, including, but not limited to a background check, finger printing, and year educational/training requirements.
- CPR Certified (if you do not currently have it we will have you obtain it once hired).
- Must have High School Diploma

### **Expectations**

Ensuring the safety and well-being of the kids includes a team-approached effort to keep our center in accordance with all health department and DHS-related requirements and regulations. The Director, and Assistant Director will provide for you specific duties instructions on proper care for children in all age groups including feeding, diapering/potty, handling, etc. These will be communicated to you through checklists, verbal instructions and formal training sessions. These instructions must be taken seriously and performed as requested, as the administrative team have established a high measure of quality and Caregivers are responsible for contributing to that goal.

In addition to following proper Child-related procedures, there are also operational/cleaning duties that must be performed on a routine basis in order to keep the center clean and operable. Such instructions will also be communicated through checklists and verbal instruction. They will also request, during appropriate times, your assistance beyond the routine cleaning and maintenance procedures (for example, disinfecting the inside of the train, cleaning walls, etc). Admin will make every attempt to be reasonable about the request as well as provide adequate instructions. If there is ever a question, please be sure to clarify with admin, on duty or otherwise, regarding expectations.

You are also required to be scheduled for birthday parties per month. It is acceptable to switch or give another employee your birthday party weekend, but if for any reason they cannot work the party you are to cover it. Each Caregiver will take part in formal annual reviews and will be eligible for a periodic raise if individual and business performance expectations are being met. The annual review will be provided by Management. By practicing an “open door policy”, however, informal, discussions and opportunities for instruction are expected and encouraged on a daily, on-going basis.

### **On call**

Every Caregiver employed by Kid Station, who has not been hired for a “limited availability” role, will be scheduled for an “on call shift” in addition to his/her scheduled shifts. An employee can anticipate being scheduled for an on-call shift as little as once per week or as few as once per month. When a Caregiver is scheduled for an on-call shift, he or she *must be to the center within thirty (30) minutes of being called*. Caregivers will not receive pay for this shift unless he or she is called into work. In which case, pay will be provided as normal for those additional hours worked. See the employee handbook for additional details about this type of shift.

### **Uniform**

Providing for the safety and well being of children requires a high level of physical activity. It also requires a uniform that is comfortable and functional. Our uniforms consist of: Scrubs, or a “Kid Station T-Shirt”, solid color jeans or shorts and comfortable, closed-toes shoes. In an effort to communicate a positive image of our brand, a caregiver’s appearance during a shift needs to be clean, tasteful and within uniform. Shorts need to be near the knee and uniform T shirts need to be clean and show no extreme signs of wear. Caregivers are expected to arrive in uniform for each shift. Each employee will receive two new uniform T-Shirts per year and one long sleeved shirt when cold weather season starts. Any additional shirts may be purchased by the employee.

### **New hire training/Orientation**

All new hires will be required to complete the New Employee Orientation program prior to employment with Kid Station. Such program will include approximately 10 mandatory “on floor” paid training hours and at least 3 clock hours of State Department-recognized training per year. As specified by the State licensure procedures,

a thorough background check, including criminal records, employment history and drug testing will be successfully completed prior to employment.

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(Employee Signature)

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Date