

**JOB DESCRIPTION**  
**OUTSIDE SCHOOL HOURS/ VACATION CARE**  
**CHILD CARE CASUAL WORKER**

Hours of Work: possible hours  
School term: 7am-9am  
2.30pm – 6.00pm  
Vacation Care: 7am – 6pm (maximum 8 hours per day)  
Negotiated by the Supervisor within the above hours

Responsible to: Child Care Co ordinator

Employer: Chester Hill Neighbourhood Centre Management Committee

Salary & Conditions: In accordance with the Miscellaneous Workers Kindergartens and Child Care Centres (State) Award NSW

Duty Statement

The Child Care Casual Worker is responsible for assisting the Child Care Supervisor with direct supervision of the children, Program development, organising and supervising craft and play activities, cleanliness, WH & S, tidying up, food preparation and any other duty required by the Co Ordinator. The Child Care Casual Worker will participate in all activities, which contribute to the centres goals and objectives and meet National Child Care Standards and Code of Conduct.

Child Care Casual Worker Responsibilities are:

Working within the National Standards ratio of workers, which is 1:15 for centre based activities and 1:8 for excursions. Supervise children both indoors and outdoors, maintaining the ratio.

Responsible as part of the team to share in program preparation and delivery and to ensure that it respects and encourages the cultural diversity of the children and their families

Food Preparation, using appropriate health and hygiene practises.

Attend planning and training sessions as required and have a commitment to ongoing professional development.

Reporting any incidents to the supervisor who will inform the parents if required.

Mandatory reporting (as per the Centres Policy) in conjunction with the supervisor

Responsible for basic cleanliness of the centre and in conjunction with the supervisor, ensure that the centre is left clean, tidy and secure each day.

Responsible for identifying and reporting maintenance needs to the supervisor.

Role modeling language and behaviour, which is appropriate and guide children's behaviour through positive interaction and work as a team.

## CASUAL POSITION VACANT

### **CHILD CARE WORKER- OOSH Casual**

School Term - Possible hours

Mornings 7-9am

Afternoon 2.30pm – 6.00pm

Vacation Care- Up to 38hpw work available -negotiable between 7am -6pm

#### **Essential Criteria:**

- Experience/qualifications working with children 5-12 years in an out of school hours service or similar recreational setting.
- Experience with School Aged children Activity Programming and NQF
- A current Police Check (We organise and pay for this).
- Current NSW Working with Children Check (your responsibility)
- An interest in and a desire to work with children
- An ability to communicate with adults and children.
- Must be fully Vaccinated
- Understanding of and a commitment of WH & S and EEO
- Current First Aid Certificate
- Food Handling Certificate

#### **Desirable:**

- LR Drivers License

Chester Hill Neighbourhood Centre is an EEO employer. Written applications addressing the above criteria and current resume to Centre Manager, Chester Hill Neighbourhood Centre. [manager@chnc.org.au](mailto:manager@chnc.org.au) by Friday 26<sup>th</sup> Aug 2022