

Nursery Worker Job Description



Job Title: Nursery Worker

Job Summary: Mansfield FBC has two paid part-time nursery workers. They work with children from birth to three years old. They will be responsible for managing all aspects of our nursery during our Sunday morning activities (9:30 a.m. – 12:30 p.m.) in order to provide safe, secure, nurturing, clean and efficient care to our children. At times, they will be responsible for supervising children of all these ages, and at other times they might only be responsible for children of a specific age.

Starting Wages: Minimum Wage (Paid Weekly)

Responsibilities and Duties:

- Responsible for age-appropriate care which includes: bottle feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, and play.
- Polite, friendly and courteous to all children, parents, and volunteers.
- Arrive by 9:30 a.m.
- Stay until all children are secured with a responsible adult (we will strongly encourage parents to immediately pick up their children from the nursery after our morning service so workers can leave at 12:30 p.m.)
- Straighten room at the end of each service – clean and put away any used toys, throw away any trash, and strip any used bedding/blankets and place by door.
- Work holidays that fall on Sunday, i.e. Christmas, etc. and may be asked about availability to work additional hours during extra services, advance notice will be given.
- There must always be two people present if a child is in the room (with the exception of emergencies).
- Report to the Children's Ministry Coordinator and/or Pastor.
- Communicate in advance, by phone to the Nursery Coordinator or Children's Ministry Coordinator any absences.
 - Planned absences must be given two weeks ahead of time.
 - In the case of last-minute illness, contact the Nursery Coordinator or Children's Ministry Coordinator by phone 1 hour prior to shift so a replacement or volunteer may be found.

Requirements:

- Must be 18 years old
- Must submit to a criminal background check.
- Must adhere to the responsibilities and duties listed above.
- Must provide three references
- Must be committed to attending church at times other than Sunday morning. We want to make sure our nursery workers are experiencing some forms of worship and discipleship since they will be in the nursery during our morning worship service.
- Must complete CPR training for infants and children within the first three months (we will cover related costs and compensate for time required for course completion).

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Termination Policy: Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment.

- There will be a three-month probationary period where either party may, with a two-week notice, terminate employment without cause.
- Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.
- Nursery workers will be terminated if they fail to follow nursery policies listed above or in situations of absence or habitual lateness.

Mansfield FBC Support Provided to Nursery Workers:

To create a cooperative working environment, we will:

- Immediately seek to rectify any problems that may arise.
- Allow nursery workers to take grievances to the Nursery Coordinator, Children's Ministry Coordinator, or Pastor.
- Welcome suggestions of how to improve our nursery.
- Compensate fairly.
- Provide an appropriately furnished nursery including rocking chairs, table and chairs, cribs, changing area, toys and supplies.

I have read the job description for a Nursery Worker and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (print)

Signature

Date