

Nursery Attendant

Duties:

1. Be in the nursery ready to greet children at one half hour before church each Sunday. Plan to stay until one half hour after church, or until all the children have been picked up by their parents;
2. Call the chairman of the Administrative Committee or Pastor if you cannot be here. It is important to give as much notice as possible. Do not leave a message, be sure to talk with someone in person;
3. Play with the children and enjoy them, don't just watch them. Encourage the children to play with the toys in a positive, safe way;
4. Encourage appropriate behavior from the children in the nursery and create a happy, safe environment for the children. Call a parent from the worship service to assist with a child, if necessary;
5. Put clean sheets on the crib before a child uses it. Strip beds after use, and place them in a plastic bag so they can be washed;
6. Read to the children. There are books available;
7. Wipe down table tops and counter tops before leaving;
8. If there is any trash, especially disposable diapers, take them to the trash can outside of the Family Life Center;
9. Perform other duties as requested by the Pastor or the Session; and
10. Employees are required to give a two-week notice to the Pastor or Chair of the Administration Committee in writing before termination of employment. On or before the last working day, the following items must be complete:
 - Signed letter of resignation on file
 - Collection of keys
 - Computer codes changed if necessary
 - Documented exit conference with the Administrative Committee