



Job Title: Facility Coordinator

Purpose: Is responsible for planning and serving nutritious snacks and meals in accordance with USDA guidelines. Is responsible for maintenance, cleaning and upkeep of the child care facility. Must be able to provide substitute support in a classroom as a Lead Teacher or Assistant Teacher.

Responsibilities/Job Tasks:

1. Safely transports children when directed, heeding all laws of the road.
2. Properly secures each child in approved child safety seats in the vehicle.
3. Ensures all children have exited the vehicle once reaching the final destination.
4. Plan nutritious snack menus on a monthly basis that meets required nutritional values of the food groups.
5. Provide appropriate alternative options for children with allergies.
6. Follow the appropriate portion size chart for each age group when serving food.
7. Order foods in a timely manner.
8. Order the proper amount of food based on daily attendance of children.
9. Clean the kitchen between meals.
10. Follow the 3-Step Dish Washing Procedure.
11. Disperse and collect all dishes used during snacks and lunch in a timely manner.
12. Practices sanitary methods of food handling and storage. Ensures food is properly stored in labeled and dated containers with space to prevent contamination.
13. Get down on children's level to hug, hold and meet other physical needs of children.
14. Perform housekeeping duties (vacuuming, mopping, washing windows, laundry, etc.) to maintain a healthy and safe environment.
15. Serve as a good role model for children.
16. Assist in emergency situations such as evacuations in a calm manner.
17. Use good judgment in both multiple task and high stress situations.
18. Respect and maintain confidentiality of the children and parents.
19. Attend all staff meetings and recommended required trainings.
20. Understand and implement Wisconsin Licensing Regulations, the Young Star System and NAEYC Accreditation Criteria.
21. Work well with fellow associates and supervisors.
22. Meet yearly continuing education requirements.
23. Keep a current Registry certificate.

Qualifications:

- **Education:** High School diploma or its equivalent, Introduction to the Child Care Profession (EC1) and at least one nutrition/food service course.
- **Experience:** Minimum of one year experience with cooking and preparing menus and minimum of three years driving. Prefer a minimum of one year experience working with children in a child care setting.
- **Behavior:** Be reliable and responsible for scheduled hours without presence of drugs or alcohol and maintain a positive attitude toward children, staff, families and visitors.
- **Flair:** Show professional attitude with a desire to grow in the field of early childhood education.
- **Age:** At least 21 years of age.
- **Other:** Valid Wisconsin Driver's License and clean driving record.

Employee must obtain Registry Certificate within first three months of hire. Employee must obtain CPR, AED and First Aid certification within first six months of hire.

Some lifting of children and play equipment (up to 40 pounds) is required. Employee will also be required to sit on the floor, get down to the children's level, take children outdoors for play and walks, go on occasional field trips outside of the center, perform evacuation drills and use cleaning chemicals.

Background Check/TB Test: Must be able to pass a criminal background check and a physical examination with negative TB results.

Dress Requirements: Employee must follow the center's dress code as listed in the center's policy including all revisions.

Negligence Area: If convicted of certain crimes, employees may be barred from continued employment until the bar is listed through a DHFS rehabilitation review. A list of such crimes is available upon request.

Compensation and Benefits Package is based on education and experience.