

3 **JOB DESCRIPTION FOR NURSERY ATTENDANT**  
4

5 **Principal Function:** The nursery attendant will provide child care for all activities of Hillside  
6 Christian Church.  
7

8 **I. Specifically:**  
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- 10 1. After entering nursery, the attendant shall wash hands with soap and water. Attendants  
11 shall wash their hands with soap and water, or use Baby Wipes after each diaper change.  
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- 13 2. See that the parent signs each child's name and bed number in the attendance book, along  
14 with instructions for the child's care and where the parent will be. A bracelet (or  
15 identifying number) is placed on each child with the identifying number being given to  
16 the parent. No child may be released from the nursery without the parent presenting the  
17 identifying number upon pick-up of the child.  
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- 19 3. There shall be no more than 4 babies and 6 toddlers for one attendant. Youth may help if  
20 they are over 12 years of age and approved by Minister of Education or Nursery  
21 Coordinator. There will be no more than 2 youth helping at one time, with at least one  
22 adult attendant.  
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- 24 4. Crib sheets shall be washed after each use even though the child was not in the bed, the  
25 diaper bag might have been put on the sheet.  
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- 27 5. Crib toys shall be washed with soap and water and rinsed after each use and put in drawer  
28 by north door, NOT in floor toy drawer.  
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- 30 6. Check often for wet diapers. DO NOT lay wet diapers on floor or rug. Put them in the  
31 diaper pail until you can put them in the proper place.  
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- 33 7. All nursery workers (paid and volunteer) shall wear assigned smocks to wear at all times  
34 while in the nursery.  
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- 36 8. Children will be given no more than 2 crackers during each hour, always offer the child a  
37 drink of water after crackers.  
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- 39 9. Before leaving the nursery, the attendant shall put toys in drawers in ORDER. Trash  
40 emptied from waste baskets and diaper pails in bathroom and crib area and put in  
41 dumpster north of church building.  
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- 43 10. Attendant will make out time voucher when time goes over the hour the pay will be for  
44 1/4 hour. When time goes over 1/2 hour, pay will be for the nearest quarter hour. The  
45 church accountant will mail checks the first of each month. Attendant must add zip code  
46 to address on voucher.  
47
- 48 11. Responsible to the Nursery Coordinator.