

## POSITION DESCRIPTION

<b>Position Title: Creche Officer</b>	<b>Position Number:</b>
<b>Department: Goldfields Oasis Recreation Centre</b>	<b>Accountable to: Senior Officer Creche</b>
<b>Level and Step: 2/1</b>	<b>Salary Range:</b>
<b>Responsible for the supervision of:</b> No direct/indirect supervisory responsibilities	



<b>Primary purpose of the position</b>	Support the Senior Officer Creche with the delivery of a quality, fun and safe Creche service, which adheres to legislative operating requirements as well as providing high-level customer service to Oasis customers.
<b>Key accountabilities</b>	<ol style="list-style-type: none"> <li>1. Assist with the planning and implementation of educational activities, which cater for varying age groups.</li> <li>2. Maintain a safe and pleasant environment within the Creche and ensure that any incidents are reported in line with the Centre policies and procedures.</li> <li>3. Contribute to the set up and pack up of Creche sessions and complete all cleaning duties as required including cleaning on equipment.</li> <li>4. Liaise effectively and professionally with children and their parents/caregiver</li> <li>5. Maintain records and follow all procedures as required by the City of Kalgoorlie-Boulder and the Goldfields Oasis</li> <li>6. Maintain all levels of service in regards to site presentation, equipment maintenance and public health</li> <li>7. Adhere to Centre procedures and practices which are compliant with current statutory and regulatory requirements</li> <li>8. Assist customers with the use of the online booking system and update attendances electronically</li> <li>9. Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others</li> <li>10. From time to time you may be required to work at other City Crèche facilities due to operational demands and requirements</li> <li>11. Other accountabilities and responsibilities as directed by the Senior Officer Creche and/or Manager Goldfields Oasis</li> </ol>
<b>Judgement &amp; decision making</b>	<ol style="list-style-type: none"> <li>1. Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work</li> <li>2. Self-manage workload and apply good judgement and problem-solving skill to situations with guidance from supervisor</li> <li>3. Apply legislation and Council policy direction to decision-making and guidance from the supervisor</li> <li>4. Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards. Apply knowledge and skills to ensure consistent quality outcomes</li> </ol>
<b>Outcomes / Key Performance Indicators (KPI's)</b>	
<b>Skills, knowledge &amp; capacity</b>	<ol style="list-style-type: none"> <li>1. Demonstrated experience in working with children</li> <li>2. Excellent communication (verbal and written) and organizational skills</li> <li>3. Current "Working with Children" Card</li> <li>4. Minimum age of 21 years and over as per regulations</li> <li>5. Current Senior First Aid Certificate</li> <li>6. Current satisfactory National Police Clearance;</li> <li>7. Current WA "C" Class driver's license.</li> </ol>
<b>City of Kalgoorlie-Boulder Values</b>	<b>Support</b> We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	<b>Respect</b> We will treat our team members and our community with mutual respect and understanding.

	<b>Fun</b>	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	<b>Recognise</b>	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	<b>Connect</b>	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

**POSITION DESCRIPTION AGREEMENT**

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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