



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Child Care Floater – Carrizo Site	
Department:	Child Care Program	
Opening Date:	December 8, 2021	Closing Date: Open until filled
Salary:	NE	

Job Summary

Ensures a safe, healthy and nurturing learning environment for children in which each child can develop his/her physical, social, emotional and intellectual skills. Assists in the office, cleaning, classroom and kitchen.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Assists in the kitchen to prepares and/or serves breakfast, lunch, and snacks; cleans up after meals.
- Prepares food items with nutritional value and flavor according to standardized recipes and pre-planned menus.
- Prepares meals for the program participants.
- Prepares special meals for those with dietary restrictions.
- Answers telephones, checks email, assists visitors, and provides information.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Sweeps and mops hallways and floors.
- Cleans, vacuums, and sanitizes all assigned classroom and areas: restrooms, offices, rugs, furniture, doors, walls, toys and equipment.
- Transports passengers consisting of children from school to the center. Ensures children get into center.
- Assists or fills in and provides direct child care including educational, health, social, mental, and nutritional components.
- Assists in provides care to children six weeks to 12 years of age. Incorporates curriculum that is age appropriate for early child development.
- Assists kids with self-serving healthy food and or eating snacks and meals.
- Ensures the safety of each child and monitor children in classroom, playground or assigned area.
- Maintains appropriate records as required by Tribal, State funding and licensing agencies. Completes appropriate records including: daily infant intake forms, child/teacher ratio sheets, medical log and medicine log and medicine dispensing forms, accident report forms and logs, infant/toddler feeding/sleeping and changing form, in-service and continuing education forms.
- Responds to crisis or emergency situations that may occur following program approved procedures.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Experience working in a kitchen and/or with children preferred.
- Bilingual English/Apache preferred.

- Must be 18 years of age or older.
- Must be will to obtain CPR and First Aid Certificate.
- Must obtain and maintain Food Handler's Card.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.
- Must be able to work a nine-hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to drive safely and efficiently.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a child care center, kitchen, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to heat, fumes and steam. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.

Interested persons may pick up a Tribal employment application from the Human Resources Department located at the Mescalero Activity Hall. You may also contact Myra LaPaz, Human Resources Generalist at (575)464-9273 or via email mlapaz@mescaleroapachetribe.com