



Example of Childcare Assistant Job Description

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Our growing company is looking to fill the role of childcare assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for childcare assistant

- Required English Skills
- Advanced oral skills
- Ability to respond appropriately to customer/co-worker
- Interaction with a wide variety of people
- Ability to communicate only the facts to recipients or to decline to reveal information
- Ability to project a professional, friendly, helpful demeanor

Qualifications for childcare assistant

- Comprehensive time management and organisational skills and have the ability to plan and organise work in accordance with priorities
- Highly developed clerical and administrative skills
- Skills in general principles of specific conditions in child care
- Must be at least 21 years of age and able to drive center vehicles
- Must be able to work flexible hours and assignments
- Food Handler Training and Certificate