



## Center Support Staff BUMC Early Learning Center

**Position:** NON-Exempt  
**Category:** Regular, Full-time  
**Report to:** Director of the BUMC Early Learning Center

### Summary Objective:

The Center Support Staff ministers to the needs of young children and their families by providing a safe, loving, Christian environment to foster intellectual, social, physical, emotional, and spiritual growth and development.

### Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Responsibilities

- Follow all policies and procedures of the BUMC ELC, BUMC, DHS, and STARS.
- Weekly delivery of meal time supplies. This includes paper plates, paper cups, and utensils.
- Prepare and deliver morning and afternoon snack and all milk and juice for each meal.
- Inspect playground every morning and afternoon.
- Set up playground with water and supplies every day. During the Summer set up water days on Friday by 9:00am
- Remove trash, water coolers, and outdoor first aid supplies at closing.
- Make sure all toys and bikes are put away at closing.
- Wash and deliver all dishes to appropriate classrooms
- Maintain laundry for all classrooms
- Set up all indoor gross motor play spaces when needed.
- Take out all trash continually throughout the day
- Support teachers in preparing activities (examples-laminating, coloring, cutting, making copies etc.)
- Clean all BUMC ELC occupied space shared freezer and refrigerator by-weekly
- Clean out BUMC ELC staff refrigerator monthly
- Work in classrooms when needed
- Provide breaks to teachers when needed
- Perform Friday closing routine. This includes putting all strollers and buggies away, washing all gray buckets and placing them on drying rack, picking up all laundry baskets and putting them away, washing and putting up all serving items (trays, pitchers, etc.)
- Maintain bulletin board outside BUMC ELC office

### Competencies

- Relates and communicates well with children and families
- Ability to plan and implement curriculum while being flexible in receiving assignments and adapting to changes in the program
- Passion for teaching young children
- Works well with others
- Ability to deal sensitively and confidentially with parent concerns and to develop professional relationships with parents
- Reliable and punctual
- Willing to accept supervision to improve work performance

- Supportive of the Christian values & the purpose, principles, and ministries of Brentwood United Methodist Church

**Education and Experience Requirements**

- Minimum of a High school Diploma or CDA
- Prefer to be working on an Associates or bachelor's degree in child development, Early Childhood Education, or Early Childhood Special Education
- Experience working with young children

**Supervisory Responsibility**

No supervisory responsibility

**Work Environment**

This position operates in a childcare setting that involves everyday risks or discomforts requiring normal safety procedures and precautions.

**Physical Demands**

While performing the duties of this job, the employee will be in a childcare setting. Employee must be able to stand for long periods of time and be able to work outside on playground. Position is active and is required to bend, twist, kneel, stoop, crouch, or crawls. Employee is required to talk, hear, stand, walk, and sit. Employee must pick up and carry children occasionally and lift other items up to 25 pounds.

**Expected Hours of Work**

The BUMC ELC has three full-time shifts (6:45a – 3:45p, 8a – 5p and 9a-6p), Monday – Friday, 40 hours per week. Monthly staff meetings are schedule after hours. Attendance is mandatory.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.