** Wee Care Center Manager**

**Job Description**

**Funded by Wee Care Fees and Grants**

**GENERAL RESPONSIBILITIES:**

* Adhere to all Family Enrichment Center policies and procedures;
* Assist Director in maintaining a safe, clean and active child oriented environment;
* Display a positive attitude and use a calm, quiet tone of voice;
* Remain calm and in control in startling or difficult situations or emergencies;
* Responsible for the safety and whereabouts of all children in your care;
* Participate in training and specialized workshops as required;
* Document and report all suspected cases of child abuse and/or neglect in conjunction with teaching staff.

**PRINCIPAL DUTIES:**

* Provide enrollment information and Wee Care forms to parents;
* Maintain daily attendance sheets;
* Implement Federal Food Program and maintain all related documentation and trainings;
* Establish menus (five-week rotation) and purchase needed food and kitchen supplies;
* Daily meal counts;
* Communicate with caterer;
* Conduct monthly/quarterly drills;
* Order supplies/seek prior approval/maintain receipts of all purchases;
* Room inspections for broken items and cleanliness;
* Monthly building inspections and address identified issues/schedule ongoing services such as pest control;
* Room observations to ensure staff and children are following guidelines, provide professional support;
* Substitute in rooms when needed;
* Coordinate with Lead Staff to plan/implement parent activities (monthly events) and center events;
* Coordinate volunteers (forms, CAN checks, communication with schools/FGP), hours to Tylor monthly.

**Expectations of all Staff**

* Stimulate awareness and promote Family Enrichment Center programs and services.
* Adhere to all Family Enrichment Center policies and procedures.
* Document and report all suspected cases of child abuse and/or neglect.

I have read and understand the outlined job requirements. I understand the duties and responsibilities of my position. I understand that I am employed by FEC on an "at will" basis.

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Assistant Director Date Employee Date