

Butter's Love Academy Job Description

AFTER ENSURING THAT CHILDREN AND PARENTS NEEDS ARE TAKING CARE OF: REFER TO STAFF HANDBOOK FOR ADDITIONAL JOB DESCRIPTION

1. Show respect to one another
2. Make sure rooms are kept clean and left clean at the end of the day. **See posted classroom cleaning list**

Naptime duties are to be completed in all classrooms

Clean classroom to include cleaning toys, placing toys back in the appropriate labeled places

Clean tables (According to the 2 Step cleaning process)

1. Remove loose food left on the table
2. Spray table with soap bottle solution (let set about 20 seconds) then wipe off
3. Spray table with bleach bottle solution (let set about 20 seconds) then wipe off (I prefer so the children don't play in solution).

Clean floors

Sweep floors and clean up spills and/or soiled food on flooring

Clean bathroom

1. Clean and sanitize (sinks and toilets)
2. Sweep and mop floors

Kitchen (Make sure kitchen is kept clean at all times)

1. Put up all foods and milk
2. Wash dishes
3. Wash the table
4. Clean the microwave inside and out (if needed)
5. Wash out any spillage in refrigerator
6. Sweep floors
7. Mop floors (if needed)

Meal Count and attendance forms need to be filled out daily by the person who does snacks and meals

At the end of day: All of the above to take place to include vacuuming/sweeping of carpets. Make sure all trash cans are clean inside and out and replaced with a clean bag at the end of the day

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City/State

Zip

Alternate Address:

Street

City/State

Zip

Contact Information

: _____ () _____ () _____

Home Telephone

Mobile Telephone

Email

How did you learn about our company?

POSITION SOUGHT: _____

Available Start Date: _____

Desired Pay Range:

Hourly or Salary

Are you currently employed?

EDUCATION

	Name and Location	Graduate? — Degree?	Ma or I Subjects of Stud
High School			
College or University			
Specialized Training, Trade School, etc...			

Other Education			
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Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed

Company Name

Location

Role/Title

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Job notes, tasks performed and reason for leaving:

Dates Employed

Company Name

Location

Role/Title

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Job notes, tasks performed and reason for leaving:
