



Woodinville Toddler Group Job Description **SAFETY AND FACILITIES COORDINATOR**

Summary: Facilities Coordinator is responsible for the overall safety and maintenance of WTG, classrooms, toys/equipment and outdoor play area, and acts as a liaison with NUCC as needed. The Facilities Coordinator maintains first aid kits, emergency supplies, checklist of emergency items, other required safety supplies, schedules/coordinates fire and earthquake drills with instructors, completes/schedules repairs or replacement of any items used in WTG to ensure a safe environment. The facilities coordinator may also make suggestions and plans for improvements to our environment, including the outdoor play area.

Time Commitment: 3-6 hours per month

Peak Busy Times: late summer, before start of the year and as projects arise

Responsibilities

Serve as the liaison to NUCC for all facilities related matters. Introduce yourself to the church's Administrative Assistant at office@northshoreucc.org.

Inventory and replenish emergency supplies located in the outdoor shed. There are 2 metal garbage cans and 2 clear bins with additional supplies. Extra water is located in crates next to the emergency supplies. Expiration dates should be checked yearly prior to the start of school and expired items replaced as needed. Multi-year emergency food was purchased in 2022. New water containers need to be researched in 2022-23. The church is responsible for maintaining the fire extinguishers.

Review repairs list posted on the inside door of the art closet on a monthly basis. Attend to physical repairs and/or arrange to do environmental repairs as listed.

Schedule/complete repair, replace or dispose of any unsafe or broken items. Repairs that deal with the church facility shall be brought to the attention of the church administrator and/or the Board of Trustees.

Assure that fire and earthquake drills are conducted quarterly in each class. Coordinate the fire drills and earthquake drills with the teachers. All drills should be documented and need to be turned in to the parenting education coordinator at LWIT at the end of the school year.

Maintain a first aid kit for each classroom. Ensure that each of the first aid kits has all the items listed on the Inventory list. Check the first kits periodically to replace used items. Extra cold packs are located under the sink area. Assure that there is a poster above each first aid kit identifying where it is located.

Maintain safety signage. Create and replace laminated signs as needed:

- Exit plans are posted in each classroom
- Emergency phone numbers are posted by the phone in the kitchen
- Safe diaper changing procedures signs in restrooms

- Procedures for hand washing, health reminders, or toy cleaning/sanitizing are posted or distributed as requested by instructors or board.
- Appropriate disaster/emergency preparedness flyers (ie.-flood, wind storms etc.) and any appropriate health reminder flyers (ie.-cover your sneeze)

Maintain safety items:

- Locks are on the cupboards containing cleaning supplies/hazardous materials
- Outlet covers on all exposed outlets
- AED (stored in hallway) has unexpired pad, review usage with board members

Schedule carpet cleaning two times per year. Arrange to have the carpets cleaned prior to the beginning of the school year and during spring break. Details/contacts are in the Facilities Coordinator's handbook. Arrangements should be confirmed with the church Administrator.

Arrange to have new play chips delivered prior to the beginning of each odd numbered year (ie 2021 and 2023). Chip specifications are in the Facilities Coordinator's handbook. Arrangements should be confirmed with the church Administrator. Play area needs to be weeded first. Chips ARE NOT to be added between the sidewalk and the building in order to keep moisture away from the siding, per the request of the church president (9-2013). Try to have chip delivery person blow off sidewalk. Clean all outdoor play structures and shed door after chips have been blown in.

Organize outdoor play yard clean-up prior to the start of the school year and again mid-year. Assure that the gate and fence are in good working order. Assure the toy shed is organized and toys are clean (the code is 1425). It is recommended that you enlist the help of other board members for this task, and volunteers may be solicited during class orientation in September.

Inflate all indoor/outdoor balls on a quarterly basis.

Update Inventory/Chattels List on an annual basis. Work with the board secretary to maintain a working list of large items that belong to WTG (Chattels). Update the inventory notebook to add or delete items purchased or discarded during the school year. The binder should be located in the tall closet in the blue room.

Paint repairs. Touch up paint when needed on a quarterly basis in the classrooms. May include filling in holes and touching up scratches. Assure initial repairs are complete prior to the start of the school year.

Maintain WTG Shark UV 540 Vacuum. Current vacuum was purchased fall 2017 from Costco. The vacuum manual is in the binder. To ensure proper maintenance of the vacuum, please have parents empty the dust cups after each use. Have the toy cleaners wash the filters every 3 months (instructions are in the vacuum manual) and then replace them yearly (can be purchased from Amazon).

Complete the Risk Management Safety Checklist on a quarterly basis (fall, winter, spring). A copy needs to be sent to the Parenting Education Supervisor at Lake Washington Institute of Technology and one copy should be kept in the Facilities Coordinator's notebook.

Follow all guidelines as stated in the Risk Management Manual. Become familiar with the manual and assure that the items are being followed. Educate board members as needed as to

relevant information from the Risk Management Manual. *Assure all procedures are implemented from the updated manual (2013).

Order pest control treatment as needed. There have been incidences of rodents in the past found in the shed. We have used Eastside Exterminators, located in Woodinville, 425-318-7799. Coordinate scheduling with teachers and the church coordinator, as treatments should be held separate from classroom times.

Additional Duties:

- The Facilities Coordinator is an active member of the Parent Board of Directors and attends monthly meetings.
- Check email and the mail folder in the green crate weekly.
- Complete a check request form for reimbursement. Attach all receipts, assign cost to expense categories and submit the request to the Treasurer.
- FYI: The top lock box came from www.buysafe.com Duplicate keys can be purchased through them. The bottom lock box was purchased from a different site.

Physical Items Held at the Home of the Safety and Facilities Coordinator:

- Binder

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar of Responsibilities	
Month	To Do
May (Attend if Possible)	<ul style="list-style-type: none"> ● Attend the May board meeting and assess work needed to be done over the summer ● Introduce yourself to church admin via email or in person. ● Familiarize yourself with the Facilities Binder and folders in the email account.
June (Beginning of New Board)	<ul style="list-style-type: none"> ● Address any summer maintenance needs
July	<ul style="list-style-type: none"> ● Address any summer maintenance needs
August	<ul style="list-style-type: none"> ● Attend mandatory board set-up day. ● Signage should be placed during board set-up (diaper changing stations, first aid kit signs, emergency exit plans, etc.). ● Schedule a carpet cleaning before classes begin (late August) that includes the hallway, back of sanctuary, classrooms and circle time rug. ● Inventory supplies in the emergency kits. Replace expired items as needed. ● Inventory supplies in the first aid kits. Replace items as needed. ● Order more bark for the play yard in odd years (2021 and 2023). ● Do paint touch ups as needed (ensure that walls are dry before classes start).

September	<ul style="list-style-type: none"> • Schedule a play yard clean-up before classes begin (enlist volunteers from the board especially anyone who can't make it to board set-up day).
October	<ul style="list-style-type: none"> • Coordinate fire/earthquake drill with teachers and fill in the paperwork to be sent to LWIT. • Complete the quarterly Safety checklist.
November	<ul style="list-style-type: none"> • Maintain ongoing duties
December	<ul style="list-style-type: none"> • Maintain ongoing duties • Relax and enjoy the holiday season!
January	<ul style="list-style-type: none"> • Maintain ongoing duties
February	<ul style="list-style-type: none"> • Coordinate fire/earthquake drill with teachers and fill in the paperwork to be sent to LWIT. • Complete the quarterly Safety checklist.
March	<ul style="list-style-type: none"> • Maintain ongoing duties
April	<ul style="list-style-type: none"> • Coordinate fire/earthquake drill with teachers and fill in the paperwork then send it to LWIT. • Complete the quarterly Safety checklist.
May	<ul style="list-style-type: none"> • Finish up projects and train the incoming Safety and Facilities Coordinator.

Last Updated May 2022