

## **86565.2 Personnel Duties**

### **(a)**

Lead caregiver, caregiver and volunteer staff shall perform, at a minimum, the following duties: (1) Supervision, protection and care of children individually and in groups at all times. (2) Assistance to each child in working with a group and in handling individual problems. (3) Administration of discipline and setting of limits for behavior. (4) Notation of the child's progress, identification of the possible need for professional services, and communication of such findings to professional staff.

#### **(1)**

Supervision, protection and care of children individually and in groups at all times.

#### **(2)**

Assistance to each child in working with a group and in handling individual problems.

#### **(3)**

Administration of discipline and setting of limits for behavior.

#### **(4)**

Notation of the child's progress, identification of the possible need for professional services, and communication of such findings to professional staff.

### **(b)**

Support staff duties may include, but not be limited to, the following: (1) Office work, including bookkeeping, clerical and accounting. (2) Cooking. (3)

Housecleaning. (4) Laundering. (5) Maintenance of crisis nursery buildings, grounds, fixtures, furniture, equipment and supplies.

**(1)**

Office work, including bookkeeping, clerical and accounting.

**(2)**

Cooking.

**(3)**

Housecleaning.

**(4)**

Laundering.

**(5)**

Maintenance of crisis nursery buildings, grounds, fixtures, furniture, equipment and supplies.