



YMCA of Sydney Position Familiarisation

Employee Name: Alicia Delecca Job Title: Childcare Asst

- STAFF AREAS
- TOILETS
- OFFICE PROCEDURES
- EQUIPMENT OPERATION
Phone, fax, computer, photocopier, other.
- FIRST AID & EMERGENCY PROCEDURES
- OPENING & CLOSING PROCEDURES
- MANAGER / CO-ORDINATOR CONTACT DETAILS (Mobile)
- STAFF GUIDELINES RECEIVED
- GENERAL: Childcare
Program
- Fairness & Equity rules,
- OH&S/Risk Management
- Time Sheets
- Gymnastics: ~~SA~~
Membership Protection Policy
- OSHC:
Behaviour Management
- Outside Boundaries
- Routine
- Roll Procedure
- Missing Children

SIGNED: *[Handwritten Signature]*

DATED: _____

NOTE:

Please forward a copy of the signed Position Familiarisation to the Human Resources Manager and file the original in the employees personnel file.