

### Activity 3 Job titles

Here are some of the staff at Perfect Poppets Child Care Centre. Read what they say about their job, then choose the correct job title from the box below and write it under their picture. The first one has been done for you.

Director ✓	Child Care Worker	Relief Worker
Toddlers' Room Leader	Cook	Babies' Room Leader
Administrative Assistant	Finance Officer	Child Care Assistant



I'm Gina. I'm responsible for the smooth running of the centre. I employ staff, conduct meetings and make the big decisions.

1. *Director*



I'm Jaime. I come in to work in the really busy times such as pick-up time and lunch time.

2.



I'm Naomi. I have a Diploma in Children's Services. I'm in charge of the babies' room.

3.



I'm Jazz, I've been working in the centre for 12 months. I have a Cert III in Children's Services. I work in the babies' room.

4.



I'm Amira. I work in the office. I calculate fees, make up invoices and arrange payment of the bills.

5.



I'm Olly. I make sure that the children have a healthy lunch. I write menus, order and prepare the food, and keep the kitchen clean.

6.



I'm Renee. I've completed a Diploma in Children's Services. I run the room for the 2-3 year olds.

7.



I'm Sylvie. I work in the office. I type up letters and invoices and answer the phone.

8.



I'm Maria. I don't have a child care qualification. I help in the toddlers' room.

9.