

## Operations Manager

### Company Description

Kid-Tastic is a growing program in early childhood education and we're looking to expand our team to support our mission and satisfy the emerging needs of families in our communities.

Our employment standards have been developed to support the overall success of this program. We firmly believe in the power of diversity and creativity, and have garnered a culture based around compassion, understanding and a love for helping families. Our employees are successful through gaining; quality education, meaningful experiences, financial stability and praise. We encourage employees to exemplify pride and accept a sense of ownership in their role and for this reason and many others, our team continues to excel as the company continues to grow.

### Operations Manager

The management at Kid-Tastic Child Care is seeking a qualified individual to join a team of dynamic leaders. The Operations Manager is the primary individual that maintains all vital functionality for the program daily. Primary responsibilities consist of preventing health and safety issues, monitoring the meal services, managing staff and transportation services, ordering supplies and equipment as needed. Qualified candidates should be experts in creating, implementing and managing new systems. In addition, they must be good at building policies and must pose a deep willingness to help staff fully embrace their full potential.

The Operations Manager is responsible for ensuring the programs full compliance with all local and national regulating agencies which requires full knowledge of the WI Dcf 251 Handbook for group child care centers, Department of Public Instruction Food Services policy and familiar with NAC Accreditation Standards. Ideal candidates will be exceptional at managing a large team at once, and can seamlessly delegate necessary tasks across the team.

Successful candidates will demonstrate superior leadership, effective communication, budgeting skills, effective team building, peer coaching abilities and an advanced understanding for early childhood education systems.

#### \*Must meet all State of Wisconsin certification requirements:

- Introduction to Child Care Profession
- Fundamentals of Infant & Toddler Care/EC1
- Skills and Strategies for the Child Care Teacher/ EC2
- CPR and/or AED
- Pass both State & Federal Background checks
- 18yrs or older

#### Responsibilities:

- Ensure that all staff are educated, empowered leaders and knowledgeable in their roles
- Support upper management and offer keen insight to daily operations and overall health of the center
- Facility maintenance, physical interior and exterior
- Manage transportation routes and schedules
- On-board customers using transportation services

- Conduct background checks and driver abstracts in a timely manner
- Review and update staff files
- Lead on staff recruitment, training and continuing education
- Ensure program compliance with child care laws and accreditation standards
- Order supplies and equipment
- Monitor and track employee performance
- Formulate reports, communicate results and plan
- Filing and organizing important information
- Research and planning
- Conduct meetings with staff frequently
- Prepare food program claims, menus and reports, file and archive receipts and invoices
- Train staff on policies and accreditation standards
- Compile, organize and store accreditation documents
- Conduct classroom observations, parent surveys and administrative reviews
- Handle visits from licensors and accreditation agency
- Utilize Procure software system to manage daily responsibilities

Expectations:

- Self-starter with strong initiative
- Be present for all new hire training and pass the exit exam
- Ability to create policies and implement plans under strict authority
- Ability to interpret information quickly and apply viable solutions
- Advanced ability to problem solve effectively
- Must meet demands for weekly, monthly and annual meetings and reporting
- Ability to assign vendors, outsource or hire for critical jobs
- Can prioritize tasks and manage ones calendar, requires little oversight from upper management to complete responsibilities
- Complete self-starter
- Can Email, fax and answer phones
- Highly creative and exceptional attention to detail
- Stellar customer courtesy and a team player
- Desire to be proactive and create a positive experience for others
- Ability to lift 20-30 lbs

Requirements:

- High School Diploma or higher
- 5+ years continuous experience
- Mastery knowledge of WI DCF 251 Handbook Licensing



## JOB DESCRIPTION

- Advanced skills in Microsoft & iOS operating systems and applications
- Experience in Procare Software or similar management system
- Excellent computer skills, especially typing speed and communication
- Excellent verbal and written communication
- Bilingual or Multilingual (preferred not required)

Additional Information: College education is preferred but not required. Experienced in accounting, business management, human resources and/or HR a major plus.

Salary: Negotiable

Schedule: 7:00AM-4:00PM Monday thru Friday (40 hrs/wk)

Benefits: Benefits include Medical, Dental, 401k , PTO/Vacation and Annual Bonus