

## Nanny or Family Assistant Work Agreement: Job Description and Duties( amend as needed)

### 1.) Child care responsibilities:

Child care responsibilities may include, but are not limited to, the following:

*(Please alter/expand according to your specific situation.)*

Provide for the daily care of the child/children

Plan and provide age-appropriate activities and play-dates

Details:

Launder the child's clothing and linens

Details:

Prepare meals and snacks for the child

Details:

Clean up cooking and eating area after meals

Details:

Tend to child's personal hygiene

Details:

Bathe the child

Details:

Clean the child's room/play area

Details:

Run child-related errands

Details:

Transport the child when and where needed by using  employee's car  family's car

Details:

Take to appointments

Details:

### 2.) Household Related Duties

Applicable? yes no

**Laundry:**  Family's  Household Items  Child/ren's *How often?*

**Floors:** Sweep: daily weekly Vacuum: daily weekly *Which Rooms?*

**Kitchen:**  Tidy after meal preparation  Empty dishwasher  Clean counters *How Often?*

**Cooking:**  Prepare children's meals and snacks  Meal prep for family, Details:

**Errands:**  Grocery store  Shopping related to child, Other:

**Projects:**  Party planning/help  Organizing child/ren's clothes/room  Organizing closets/cabinets  
Other:

**Maintenance:**  Take trash/recycling out  Help schedule or facilitate household repairs/maintenance  
Details:

**Pet Care:** Who is responsible for pet care?  Employee  Family *Describe duties:*

**Other:**