

## ***Experience The Difference at Cyn's Play Place***

The ideal Daycare Operations Manager oversees all operational activities within the organization, including hiring and training staff, managing quality assurance programs, strategizing process improvements, and ensuring smooth day-to-day operations by optimizing efficiency and productivity across different departments, all while aiming to achieve organizational goals and targets.

### **Schedule, Hours, & Pay:**

Monday-Friday  
10am-2pm  
\$30/hr

### **Key responsibilities:**

- **Staff Management:** Hiring, training, and supervising operational staff to ensure they meet performance standards.
- **Process Improvement:** Identifying areas for improvement within operational processes and implementing changes to streamline workflows and increase efficiency.
- **Quality Control:** Overseeing quality assurance programs to maintain high standards in products or services delivered.
- **Performance Monitoring:** Tracking key performance indicators (KPIs) to measure operational effectiveness and identify areas for improvement.
- **Budget Management:** Developing and managing operational budgets to optimize resource allocation.
- **Operational Planning:** Creating and executing operational plans to achieve strategic objectives.
- **Problem-solving:** Identifying and resolving operational issues promptly to minimize disruptions.
- **Compliance Management:** Ensuring adherence to all relevant regulations and industry standards.
- **Reporting:** Providing regular updates to senior management on operational performance and key metrics.

### **Required skills:**

- **Leadership skills:** Ability to motivate and manage teams effectively
- **Analytical skills:** Data analysis and interpretation to identify trends and make informed decisions
- **Project management skills:** Ability to plan, execute, and monitor projects to completion
- **Communication skills:** Clear and concise communication with various stakeholders
- **Problem-solving skills:** Identifying root causes of issues and developing effective solutions
- **Organizational skills:** Ability to prioritize tasks and manage complex workflows
- **Financial management skills:** Understanding financial statements and budgeting