



Job Description Office Receptionist

Date: August 9, 2024

Supervisor: Allison Dumper

Staff Teams: Administrative and Operations

Status: Part Time, 15hrs a week

Role: Support the Office and Facility Manager. Offer support to the staff and to the general community as the first contact point. Assist with the inventory of office supplies. Answer incoming phone calls and assist visitors as they arrive for appointments.

SKILLS

1. Attention to Detail
2. Multi-tasker
3. Organized
4. Administrative
5. Communication skills (both verbal & written)
6. Friendly, welcoming, calm demeanor

JOB DUTIES

I. Office

- 1) Warmly greet and assist all who come into the office. Ensure the office runs smoothly, where needs are met daily.
 - a. Front desk coverage
 - b. For "Office Closed" days (holidays or otherwise) communicate ahead of time to all staff and church parishioners, using proper signage to notify others of this absence.
- 2) First response:
 - a. Answer phone & buzzer cheerfully and promptly, answering questions if able and redirecting all other calls to the appropriate staff or ministry leader
 - b. Redirect pastoral care situations to proper contact. Be aware of the needs per those individuals as laid out by pastoral care contact on a need-to-know basis.
- 3) Keep office and kitchenette area neat and clean

- a. Empty and load dishwasher
 - b. Maintain clean counters & equipment
 - c. Make coffee
 - d. Stock snacks, coffee, tea supplies
 - e. Empty staff and mini fridge
 - f. Run container drive
- 4) Sort and distribute all mail and packages

II. Office Work

- 1) Manage orders and deliveries as they come in
- 2) Office Supplies
 - a. Inventory, organize, and order
- 3) Maintain CCB events & schedule
 - a. Add events with rooms & resources
 - b. Check room line ups and make sure there are no conflicts
 - c. Audit CCB profiles
- 4) Manage staff Birthday & Anniversaries.
 - a. Birthdays: put up banner
 - b. Anniversaries: give card to supervisor a week out to write; purchase treat; give staff member both on anniversary (or close to it)
- 5) Print Sunday morning bulletin on Thursdays

III. Facility

- 1) Light facility organization & tidiness

IV. Other Duties as Assigned

Americans with Disabilities Act (ADA)

Job Performance Requirements: (example provided below)

- [Office/Pastoral/Admin positions]
 - Receive undergraduate degree (high school diploma, Masters degree) level of education.
 - Must be able to sit in a stationary position for 50% of the time
 - Occasional kneeling and bending to re-stock supplies.
 - Occasional reaching to gain access to supplies.
 - Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer.
 - Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
 - Identify material from a computer with a 13in screen.

This job description is subject to change at any time.

