

Diocese of Sacramento

JOB DESCRIPTION

DEPT:	SCHOOLS
POSITION:	RECEPTIONIST
CATEGORY:	NON EXEMPT

FULL TIME

SUPERVISOR: Principal

JOB DESCRIPTION: The receptionist, under the direction of the principal, is responsible to perform work as receptionist to the school in the welcoming and greeting of people who come into or telephone the school office.

ESSENTIAL FUNCTIONS:

- Receives, screens and refers all telephone calls to appropriate staff members.
- Disseminates information, records and ensures delivery of messages.
- Assists and directs students and teachers in the office area.
- Greets, assists and directs visitors, parents, salespersons, students and teachers in the office area.
- Signs forms and ensures delivery of packages and special delivery mail.
- Distributes mail after the secretary has sorted it.
- Be available to office and administrative personnel for various typing, filing and mailing of projects under the direction of the principal or his/her delegate.
- Assists and instruct volunteers of various support groups in office procedures.
- Be responsible for the availability of placement forms, letters, and stationery supplies in the office and counter area.
- Assists the school secretary in clerical duties whenever necessary.
- Assists in administering first aid to students.
- Maintains an orderly office and work area.
- Performs other duties as assigned by the Principal.

MINIMUM QUALIFICATIONS:

- Must have good typing and computer skills.
- Must have ability to communicate verbally and in writing.
- Must have ability to maintain confidentiality in all matters.
- Must have basic knowledge of how the school operates.
- Must have good interpersonal communication skills.
- Must function in a manner consistent with the mission of the Catholic Church, Diocese of Sacramento and the school.
- Must have belief in the school's philosophy and mission and the ability to articulate both.

Education, Training and/or Experience:

- High school graduate or equivalent.
- General typing and computer experience.
- Experience working with the general public.

