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| Job Title: | | Receptionist | | Job Category: |  |
| Location: | | Burnsville, MN | | Travel Required: | None |
| Level/Salary Range: | |  | | Position Type: | Part-time |
| Contact: | |  | | Date posted: |  |
| Will Train Applicant(s): | | Yes – job specific tasks | | Posting Expires: |  |
| Applications Accepted By: | | | | | |
| Fax or E-mail:  Fax: 952-891-3469  Email: info@goodshep.com  Subject Line: **Good Shepherd Receptionist** | | | Mail:  151 E. County Hwy 42  Burnsville, MN 55379 | | |
| Job Description: | | | | | |
| Job Purpose:  Dynamic individual with ability to multitask while focusing solid attention to detail in order to support the Preschool-8th Grade Education Program. Main responsibility is to support school operations through: customer care, administration, data management, bookkeeping and communications. Secondary responsibility is to support the Church programs in administration and operations, in conjunction with colleague(s).  **OVERVIEW**   * + **CUSTOMER CARE**: Work relationally to bring a positive and helpful customer experience for those who are interested, attending and/or working with the school   + **ADMINISTRATIVE SUPPORT**: Execute administrative entry, reports, and processes efficiently as directed   + **DATA MANAGEMENT & EVENT SUPPORT**: Organize and maintain personnel files through Sycamore   + **MARKETING SUPPORT & COMMUNICATIONS:** Support promotion of school events and happenings through weekly communications avenues, including print to social media to build awareness, attract and connect with prospective, current and alumni / church families interested in GS school, prepare quarterly Claw Newsletter to promote school events and provide updates to grandparents and/or alternative family members   + **HOT LUNCH COORDINATOR**: Coordinate hot lunch ordering, delivery, and service   + **GENERAL:**     - Keep actions and communications faith-based and focused on advancement towards achieving Vision and Mission of Church and School     - Offer support to the office staff for designated tasks     - Assist coverage of office responsibilities and tasks during colleague(s) absence     - Misc. other tasks as needed and requested   **DETIALS INCLUDE:**   * **CUSTOMER CARE: Students-Family-Colleagues**   + Provide a positive, caring, professional atmosphere at the main entrance and in the office   + Provide guest support (in-person and on the phone)   + Provide support and quick problem-solving abilities to the many needs that show up daily (hot lunch delivery, student with missing lunch, parent with late drop off, incoming forms, questions, etc.)   + Provide open, honest, reliable communication with colleagues   + Provide basic medical care for students   + Support the organization, execution and assist in maintaining required emergency drills   + Complete miscellaneous tasking as assigned (light cleaning, computer work, projects/correcting for faculty, et al.) * **ADMINISTRATIVE: Forms, Reports & Processes**    + Support office efficiency by executing and maintaining school systems, layouts, equipment procurement   + Support online school **registration process** (use of Sycamore and forms)   + Support facilitation of **school orientation** program and materials   + Support school **transportation** (in conjunction with District 196) * **HOT LUNCH COORDINATOR**   + Communicate with CKC Food representatives regarding hot lunch menus, missing/incorrect food items, snow days, etc.   + Maintain meal option calendar and pricing in Sycamore   + Prepare monthly lunch menus and open/close ordering window   + Communicate all hot lunch ordering information with GS student families and staff, answer questions/issues with hot lunch ordering   + Enter teacher/staff lunch orders into Sycamore   + Coordinate lunch ordering between Sycamore and CKC platforms   + Prepare monthly lunch orders for classrooms/teachers   + Coordinate weekly pizza lunch day with Costco, including ordering, payment and gluten free option   + Train hot lunch volunteers and assist with and/or cover hot lunch service as needed   + Receive hot lunch delivery and daily set up/clean-up of hot lunch service   + Maintain kitchen cleanliness, supplies, and food safety standards * **DATABASE MANAGEMENT & EVENT SUPPORT**    + Support organization and maintenance of **student records** (in Sycamore and paper as needed)   + Support the collection and storing of student, family and prospect **data**   + Support **miscellaneous** programs as directed (Kidz Club, Hot Lunch, Milk, et al.)   + Provide event and program **administrative support** (copies, Sycamore, etc.)     - Support Athletics & Extra-Curricular groups, i.e. Robotics, Lego Club     - School Events including, but not limited to Open Houses, Online Registration, Back-to-School Night, Picture Day, Educational Competitions, Field Trips, Musical Concerts, Panther Art Show, Spirit Week, K For A Day, Panther Olympics, Graduation Night   **SKILLS/QUALIFICATIONS:**   * + MUST have **1-2+ years of office experience** (able to manage and quickly navigate interruptions)   + Well-versed in general office and **administrative responsibilities**, tasks and equipment use   + Proficient in **21st century technology communication tools** (web, e-database systems, other social media, and WordPress, Constant Contact, etc.)   + Proficient in **Microsoft Office 10** programs including, but not limited to, Outlook, Word, Xcel, PowerPoint, Publisher   + **Detail oriented**, ambitious, comfortable taking initiative, organized, comfortable and productive when engaged in team and solo project work   + Trustworthy with confidential material and information   + Willing to engage in personal growth and development   + Highly collaborative, positive and open minded, able to be a team player, highly flexible, open to feedback | | | | | |
| Reviewed By: |  | | | Date: |  |
| Approved By: |  | | | Date: |  |
| Last Updated By: | Angie Koob | | | Date/Time: | r.2024.08.21 |