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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: 952-891-3469Email: info@goodshep.comSubject Line: **Good Shepherd Receptionist** | Mail:151 E. County Hwy 42Burnsville, 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
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| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
| Last Updated By: | Angie Koob | Date/Time: | r.2024.08.21 |