

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Greeter/Receptionist	Department: Building
Reports to: Administrative Dean Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-3	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 3	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To provide friendly welcome in person and by phone, and provide clerical assistance as needed.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Door Greeter/Receptionist</i>
Percent of Time:	100%	

Tasks involved in fulfilling above duty/responsibility:

- Greets visitors
- Be aware of building events and facilities
- Locks and unlocks doors as determined for building security
- Oversees guest & student sign-in process for security and maintain guest log
- Monitors building security with use of security cameras
- Directs guests to their destination
- Responds to inquiries from the public, students, employees
- Checks student passes into and out of the building supporting closed campus and maintain student tardy database
- Reports violations of policy to Deans or Administration
- Carries building walkie-talkie when appropriate, monitor communications, and communicate as necessary
- Receives packages at main office and facilitate their delivery
- Maintains the front entrance
- Supports main office as necessary
- Provides basic typing and data entry support as needed
- Communicates and supports with transportation department regarding daily bussing issues and late busses
- Communicates parking lot infractions with administration if applicable

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Pleasant manners
- Strong customer service
- Personal dependability
- Flexibility
- Positive attitude
- Friendly, welcoming attitude
- Strong communication skills
- Basic typing skills
- Demonstrate concern for caller's / guest's interest
- Handle multiple phone calls and visitors
- Knowledge of the school and school district
- Ability to organize efficiently
- Regular attendance
- Knowledge and ability to use e-mail
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High School Diploma or equivalent

SECTION VI: EXPERIENCE REQUIREMENTS

- Knowledge of, and experience with Eastern Carver County Schools door security procedures is preferred
- Experience working with students preferred

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

• Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	N	Up to 100 pounds	N	Moving parts	N
Hearing	O	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	N	Noise Levels		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	O	Fumes	N

Stooping (bend at waist)	N	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	N			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	N	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	O
Distinguishing smell	O			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	N
Traveling by automobile	N			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	N
				Peripheral, depth perception	N

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.