

**RECEPTIONIST
EDUCATION CENTER**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To perform general reception and maintenance duties at the Education Center.

PERFORMANCE RESPONSIBILITIES:

1. Greets and answers the telephone for the purpose of screening calls, transferring calls, responding to inquiries.
2. Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) and directs them to appropriate personnel and or location.
3. Ensures main voicemail reflects office closings, special events as well as posting office closed signs.
4. Distributes items within the building (e.g. special delivery and overnight mail/packages, messages, bid packets, Internal School applications, etc.) in order to ensure receipt to the addressee and/or providing materials.
5. Receive and sorts daily mail/deliveries/couriers.
6. Maintains and updates employee and building information (e.g. schedules, staff directories, emergency contacts, etc.) in order to provide reference information.
7. Informs Energy Manager of afterhours meetings in order to provide appropriate climate in the building.
8. Maintains reception area materials (e.g. job posting, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors and ensures the district Art Display is kept current.
9. Maintains and updates the Welcome Board weekly or as needed in order to keep announcements current.
10. Performs general secretarial and clerical functions as assigned by the Assistant Superintendent of Human Resources (e.g. alphabetizes, typing board letters, maintaining excel spreadsheets, data entry, etc.)
11. Processes a variety of records (e.g. work permits, backgrounds, driving records, hepatitis vouchers, etc.) for the purpose of conveying information within District guidelines and regulations.

12. Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
13. Performs such other tasks and assumes such other responsibilities as the superintendent or his or her designee may assign.

Revised May 2016