



## Receptionist

DEPARTMENT: Office

REPORTS TO: Office Manager

JOB STATUS: Part-Time

POSITIONS SUPERVISED: None

FLSA STATUS: Non-Exempt

### Qualifications:

- Demonstrates a love for Jesus and His Church
- Faithful member at a WELS congregation and desires to do whatever is necessary to build up the kingdom of God through all the ministries of Immanuel
- Personable, positive, hospitable, and helpful attitude
- Sensitivity in handling confidential information

### Essential Tasks:

- Cheerfully greet and assist visitors, parents, members, staff, and students
- Perform clerical duties (e.g. answer phones, monitor door security, photocopying, filing, mail)
- Sell SCRIP
- School tasks: record absences and communicate to teachers, handle mission offerings, monthly milk report, hot lunch coordinator for staff, provide medication to students
- Perform tasks as assigned by the office manager

### Hours:

School Year: Monday-Thursday 7:30 a.m.-4:00 p.m.; Friday 7:30 a.m.-3:30 p.m. (with dedicated lunch break)

Summer: Off

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by the office manager as deemed appropriate. This document does not represent a contract of employment, and Immanuel Lutheran Ministries reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.