

COMMUNITY ACTION, INC.

Sargent's Job Description - Receptionist

SUPERVISOR: As directed

ESSENTIAL DUTIES:

1. Promptly, professionally, and courteously receives telephone calls and visitors.
2. Directs and/or records and relays accurate messages; accepts / receipts payments / donations.
3. Ensures knowledge of staff whereabouts and maintains accurate sign-in/sign-out procedures; implements emergency procedures as needed.
4. Ensures the reception area is always covered; ensures signage for office closing notifications.
5. Maintains comprehensive knowledge of community resources; provides information and referrals.
6. Maintains knowledge of current postal regulations and services; operates postage meter.
7. Prepares and processes outgoing mail; delivers mail to the post office; travel required.
8. Opens, sorts, and appropriately stamps incoming U.S. mail; signs for deliveries and notifies recipients.
9. Gathers, disposes, and/or recycles daily refuse in common areas.
10. Ensures kitchen, bathrooms, and copier areas are stocked; ensures appliances are routinely cleaned.
11. Ensures all consumers receive Needs Assessment and Survey Forms; monthly tallies and submits forms.
12. Prepares acknowledgements for donations and memorials; maintains documentation.
13. Identifies and reports risks to supervisor.
14. Assists with clerical tasks, including typing, filing, data entry, and maintenance of service logs.

I understand I am an employee of Sargent's Personnel Agency temporarily assigned to Community Action, Inc. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

Temporary Worker Signature

Date

Assigned Supervisor Signature

Date