

## CATHERINE MCAULEY CENTER

### JOB DESCRIPTION

**Position:** Receptionist

**Reports to:** Executive Director

**Location:** Catherine McAuley Center, 430 Pittston Avenue, Scranton, PA

#### **Typical Duties:**

- Checks voicemail each morning
- Switches phone to and from NITE mode
- Answers phone
- Assists with in-kind donations
- Assists with Food Pantry packages
- Records and logs fridge and freezer temps in Food Pantry
- Assists with fundraising activities
- Assures that the Reception area, public bathroom and hallway are always clean and welcoming
- Responsible for sanitizing office daily
- Provides clerical support to the Executive Director and Program Director
- Records and transcribes Board of Directors meeting minutes
- Records and transcribes monthly Staff meeting minutes
- Makes bank deposits
- Performs general office functions, including but not limited to maintaining office equipment, inventories and orders supplies
- Tracks and celebrates staff birthdays
- Other duties as needed and assigned

#### **Qualifications:**

- Ability to demonstrate in day to day behavior the values inherent in the mission statement of the Catherine McAuley Center
- Ability to function with diverse populations
- Ability to multi-task
- Ability to organize
- Ability to write, speak and interact in a friendly, clear and logical manner
- Customer Service Experience
- Professional and positive attitude
- Trustworthy, honest and discrete
- Proficient Spanish desired

All job responsibilities are in compliance with CDC recommendations and safety measures.