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## Receptionist

*Part-Time*

*As the Receptionist you will support the mission of The Food Bank by welcoming and directing volunteers and visitors. Your friendly and professional demeanor will create a great first impression for visitors of The Food Bank. Through your organization, communication and problem solving skills, you will also support the staff in the office, Volunteer Room and warehouse.*

### Job Duties

- Greet visitors, volunteers, agencies and all others entering The Food Bank
- Answer telephone, transfer calls and disperse messages
- Assist staff with calendar updates and coordination for the Community Room and Master Calendar
- Assist staff with data entry as needs arise
- Process and disperse all mail and faxes
- Prepare incoming local donations for Orders Clerk

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### Qualifications

- Have a high school degree or GED; associates degree preferred
- One year of office administration experience
- Able to work Monday-Friday from 1-6pm
- Excellent oral and written communication skills
- Maintain and prioritize multiple tasks at once
- Be highly organized and detail oriented
- Maintain a professional and personable appearance and presence
- Sensitive to the needs of the low-income community
- Proficient in Microsoft Office Suite applications and web based programs
- Ability to work independently yet always as a team player