



**Position:** TCS/WDS Afternoon Receptionist (Part Time)

**Hours:** 12:00 p.m. – 4:00 p.m., Monday - Friday

**Responsible to:** Director of Business Operations

**General Responsibilities:**

Carefully monitor access to building through multiple doorways via line-of-sight and electronic means. Greet and sign in visitors to The Christ School and Weekday School.

**Specific Responsibilities:**

- Identify and acknowledge each visitor through security door prior to granting access to Allen Hall.
- Greet each visitor and have them sign in and wear a visitor name tag.
- Receive items dropped off from TCS families and facilitate distribution to students and/or faculty/staff.
- Receive any late arriving TCS students and facilitate early TCS checkout.
- Coordinate walkup dismissals for TCS carpool.
- Report suspicious activities to campus security and The Christ School office via handheld radio, telephone or face-to-face.
- Have capability to react quickly and climb stairs if necessary.
- Maintain clean, professional, clutter-free workspace.
- Other duties as assigned by Director of Business Operations