

## Job Description

### Receptionist

Berkeley, CA location

*Monday-Thursday 9:00am-1:30pm*

*18 hours per week, part-time, non-exempt*



### Job Summary

The Receptionist is responsible for a variety of reception, facility maintenance and administrative duties, including greeting guests and students in a warm, friendly, professional manner. The Receptionist works closely with the Berkeley and Penngrove Administrative staff to ensure smooth operations. The Receptionist reports to the Nutrition Program Director.

The right candidate will be self-motivated, professional, flexible, friendly, detail-oriented and possess strong interpersonal, social, and communication skills.

### DAILY RESPONSIBILITIES

- Opens and closes the facility
- Greets and assists visitors, hosts location visits
- Maintains BC facility (inside & outside) in a safe, clean, uncluttered and functional manner
- Picks up debris in the courtyard
- Restocks restrooms
- Handles the flow of all Berkeley related emails, phone calls, incoming and outgoing mail
- Backs up the reception line
- Liaison between Berkeley and Penngrove administrative office

### ON-GOING RESPONSIBILITIES

- Safety Officer for the Berkeley location
- Oversees Injury and Illness Prevention Program
- Maintains promotional materials: catalogs, flyers, outside banners
- Manages cleaning company and monthly gardening service
- Handles sign-ups & other admin duties related to community classes
- Helps out at location events (commencement ceremony, open house, etc)
- Assists with set up/break down of special events
- Oversees inventory of BC materials stored at the facility
- Provides year-end inventory
- Fulfills Amazon orders and Vital Scoop orders
- Works with Penngrove administrative staff on miscellaneous requests
- Orders office, facility and classroom supplies
- Responsible for trash/recycle pick-up days
- Maintains and updates administrative procedure manual
- Approves new forum members
- Prepares and coordinates outgoing shipments of BC related materials
- Orders required books for faculty and other departments
- Manages petty cash
- Oversees maintenance of office equipment including recycling cartridges & calling for service
- Oversees facility maintenance, repairs, alarm system and key distribution
- Posts employment notices, posters & business license

- Helps the Culinary Department, as needed
- Special projects and duties, as assigned

## **ON-GOING NUTRITION CONSULTANT PROGRAM SUPPORT RESPONSIBILITIES**

- Prepares the NC classroom for class and cleans-up after class (AM only)
- Creates Case Presentation and snack demonstration sign-up sheets
- Enters Case Presentation grades in the Dashboard
- Distributes NC Materials
- Updates NC instructor handbook with contact, facility & tech how-to information
- Helps the NC Department set up book bags for the first day of class
- Helps sign-in/greet students on the first day of NC class (AM only)
- Creates a new binder for each NC term with attendance sheets, snack demo forms, class schedule
- Enters assignment and discussion board due dates into Canvas
- Creates assignment due dates for each cohort in each location (including DL)
- Monitors and collects CEUs for all NC instructors each calendar year
- Adds class schedule to the Berkeley Google calendar and updates when necessary
- Supports NC instructors with technical computer issues

### **Job Requirements (Minimum)**

- Proficient in Microsoft Office Suite.
- Experience with Google Apps & Gmail a plus
- Strong verbal, written, listening and organizational skills
- Experience in administrative services and customer service settings
- Experience with facility maintenance

*This Job Description is only a summary of the typical functions of the position and not a comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of this position might differ from those outlined in the Job Description. Other duties, as assigned might be part of the job.*