



## **JOB DESCRIPTION**

**TITLE:** Receptionist  
**STATUS:** Non-Exempt, Full-time  
**LOCATION:** Pastoral Center, San Francisco, CA

### **PRIMARY FUNCTION:**

This job is to ensure safe entry and exit of employees – to screen anyone entering the building, to announce guests, to process telephone calls throughout the building, manage meeting space bookings and required technology services.

### **MAJOR RESPONSIBILITIES:**

- Telephone Calls
  - Screen and direct phones calls within the building
  - Give appropriate information
- Receptionist
  - Ensure safe entry and exit of employees
  - Screen visitors to the building
  - Welcome visitors and direct them to the appropriate offices
  - Contact police and other emergency personnel when warranted
  - Present a positive, cheerful image of the Archdiocese in both personal and telephone contacts
  - Issue parking permits to visitors (if spaces available)
  - Book internal meeting spaces and arrange for required technology

### **DESIRED QUALIFICATIONS:**

- High School education
- A friendly but firm manner in screening calls and/or judging the nature of business of visitors to the building.
- Good communication skills, knowledge of the English language, clear and legible handwriting, common sense, telephone operator skills
- Knowledge of the Archdiocese and various departments
- Ability to handle different people and situations.
- *(You may want to add more bullet points, specific to your site, i.e. Experience with “---” phone system, if necessary)*

**PAY RANGE: \$19.76-22.72**

**PHYSICAL REQUIREMENTS:**

Ability to sit, walk, stand and climb stairs, alternating as needed and sometimes for prolonged periods of time. Must be able to bend, pull and also reach above shoulder level. Must be able to lift 25 lbs.

**PLEASE SUBMIT YOUR RESUME, COVER LETTER AND APPLICATION TO:**

Christine Escobar, Assistant Director of Human Resources  
Archdiocese of San Francisco, One Peter Yorke Way, SF, CA 94109

*Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.*