



# LOS ALTOS CHRISTIAN SCHOOLS

625 Magdalena Avenue, Los Altos, CA, 94024 / Phone 650.948.3738 / [www.lacs.com](http://www.lacs.com)

## Join Our TEAM

### **Job Description “Front Desk Receptionist”**

We are looking for a pleasant Front Desk representative to undertake all receptionist duties and student care. You will be the “face” of the school for all visitors and will be responsible for the first impression we make. The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information to visitors and students. A customer-oriented approach is essential. The goal is to make visitors and students feel comfortable and valued while on the LACS campus.

### **Qualifications**

1. Must be at least 18 years of age or have graduated from high school.
2. Must have a positive and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School’s program and philosophy.
3. Must be flexible, multi tasked and has to be a team player.
4. Must be able to work M~F Full Time (8:00 a.m.- 4:30 a.m.).
5. Must have basic knowledge about computer tasks (Microsoft Office and internet).

### **Responsibilities**

1. Works at the front desk assisting students, teachers and visitors.
2. Answers all incoming calls and assist office works.
3. Maintains a professional attitude and loyalty to the School at all times.
4. Treats all children with dignity and respect.
5. Helps to maintain a neat and organized environment at the front desk, sick room and office area.
6. Willing to stay after hours on special School functions (will be compensated).
7. Reports to the Office Manager any problem which may occur with the children.
8. Helps partly organizing school events.
9. Greets parents and children with salutations and smiles.
10. Works with other staff members to form a positive, supportive team atmosphere.
11. Never leaves children unattended no matter what the circumstance may be.
12. Receive letters, packages etc. and distribute them.
13. Prepare outgoing mail by drafting correspondence, securing parcels, etc

**Compensation** Starting at \$20.00 /hour DOE with full-time benefits.

Please contact the Principal, Mrs. Cathy Robinson at 650-948-3738 (x122)  
or email [cathy.robinson@lacs.com](mailto:cathy.robinson@lacs.com)