

Support Staff/School Office Receptionist

Job Family:	School	FLSA:	Non-Exempt
Salary Grade:	Hourly	Type:	Part-time/MF (14-16 hrs)
Reports to:	Principal/School Administrative Assistant	Status:	Non-rostered

This position is responsible and dedicated to the school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. As a member of the team, this person will use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry.

Position Summary:

To provide support services to the students, parents and support of the school administrative staff of Trinity Lutheran School which further the ministry goals of Trinity and provide for the efficient and effective functioning of services and programs of the school.

Key Duties:

- **Receptionist** – Assist with all front desk support activities. Be the “friendly face of the school as you greet people in person, on the telephone, assist students and parents as they enter the office.
- **Telephone** – Assist with receiving calls, address/answer inquiries and concerns, forward calls, take messages.
- **Medical** – Assist with providing and logging medications as needed to students as prescribed. Clean and bandage injuries as needed. Call parents of incidents and injuries. Assist with logging injury reports, give copy to staff member for signature of Teacher and Principal. File each report.
- **Office Forms** – Help school administrative staff maintain supply of office forms in office and in Teachers’ Lounge.
- **Mail** – Assist school administrative staff with sorting and distributing of mail to faculty and support staff.
- **Assist with following activities if assigned:** school gym uniforms, hot lunch, yearbooks, spirit wear sales and inventory, church attendance tracking in school office.
- **Backup coverage to other school office workers**
- **Miscellaneous Duties** – Assist students, parents, and staff as needed. Work on or complete such other duties and/or responsibilities as assigned by the Principal and School Administrative Assistant who determine the work assignments for the office support staff.

Minimum Requirements:

- Responsible, self-motivated, trustworthy, ability to maintain confidentiality, able to work under pressure, pleasant joyful disposition, servant attitude, neat and presentable appearance
- Skill in computers, typing, filing, general business machine operation, layout/design skills, organizational skills
- High school diploma
- The ability to work with and compliment the other administrative staff, to be a strong team member with the entire Trinity staff, and a willingness to “share Christ’s story with love” (our mission) in every aspect of the position

*Love the LORD and follow His plan for your lives.
Cling to Him and serve Him enthusiastically.*

Joshua 22:5