

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Receptionist	Status:	Part-Time (25 Hours)
Department:	CS Operations	FLSA:	Non-Exempt
Reports to:	Operations Supervisor	Job Class:	Para-Professional
Direct Reports:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	M Tu Th Fr 10:30 AM – 4:30 PM	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** Provides front desk coverage and ensures that visitors are announced to appropriate personnel. In addition, this position is responsible for performing general clerical tasks.

II. **Primary Duties and Responsibilities:**

1. Welcomes visitors or guests, determines nature of visit and announces visitor to appropriate staff member.
2. Answers phone inquiries and e-mails, relays information and messages to appropriate staff member on a timely basis, responds to inquiries regarding Church ministries, and performs basic clerical duties.
3. Maintains safe and clean reception area.
4. Maintains continuity among work team by documenting and communicating actions, and continuing needs.
5. Ensures kitchen area is clean and orderly for use. Orders and places disposable utensils, cleaning supplies, and coffee. Maintains refrigerator free of dated and perished items.
6. Schedules front-desk volunteer receptionists; provides them guidance and support; plans, coordinates, communicates and implements two volunteer receptionist appreciation events a year.
7. Receives, sorts, and routes incoming mail, delivery packages.
8. Maintains workroom equipment, supplies, and distributions.
9. Schedules work orders and repairs as needed. Ensures first aid supplies are restocked as needed.
10. May be assigned special projects as needed.
11. Other duties and responsibilities as assigned, such as well wishes correspondence or order flowers.

III. **Minimum Qualifications:**

1. High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
2. Two (2) years of clerical experience.

IV. Knowledge and Abilities:

1. Knowledge of general office procedures.
2. Knowledge of computer office applications (word and Excel) and equipment.
3. Knowledge of English grammar and vocabulary.
4. Ability to work independently with limited supervision.
5. Ability to provide friendly customer service and maintain a courteous and professional demeanor.
6. Ability to provide stable and dependable work.
7. Ability to use basic computer software applications such as WORD and Excel.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
10. Ability to multitask, with attention to detail, respect for confidentiality, and a positive attitude
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: January 2019