



<b>JOB TITLE</b>	<b>Temporary Part-Time Receptionist</b>
<b>DIVISION/DEPARTMENT</b>	Elementary School
<b>LOCATION</b>	Ashbury Campus, 755 Ashbury Street, San Francisco, CA 94117
<b>REPORTS TO</b>	Director of Campus
<b>TYPE OF POSITION</b>	Temporary, Part-Time, <b>3 to 4 months, start date: mid-January 2020</b>

## OVERVIEW

The Lycée Français de San Francisco is a French immersion College Preparatory school with 985+ students and three Bay Area campuses that strives to maintain an international community for teachers, parents and students of diverse social and cultural backgrounds and to provide a rich educational environment, emphasizing academic excellence and personal achievement.

We are currently searching for a Temporary Part-Time Receptionist that shares our values and commitment to our students and community.

The part time receptionist is responsible for the general functions of the reception/front desk and helps manage the overall day to day operations. He/She provides assistance to students and parents.

## PRIMARY RESPONSIBILITIES

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- Manages telephone message system (office hours and other recorded messages)
- Screen visitors through security cameras, hand visitor badges and keep visitors' log up to date
- Greets all incoming students, families and guests respectfully and professionally
- Assists in all aspects of maintaining a professional front office, including but not limited to, fielding and directing incoming phone calls to the appropriate staff member in a timely, professional manner, filing and copying and faxing of sensitive information.
- Develops a positive, welcoming and caring climate in the Front Office.
- Provides for students' personal needs such as attending to those who are sick or hurt; administering medications as prescribed by a physician in accordance with training and authorization
- Assists students and others with routine problems and will refer non-routine items to supervisor.
- Works with courtesy, tact, and diplomacy in dealing with others, and the ability to work cooperatively as part of a team.
- Able to sit or stand for extended periods of time
- Lifts supplies and materials weighing up to 25 pounds.
- Types routine correspondence, student's tardy notes memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes, and oral instructions.
- Perform data processing in Blackbaud and ActiveNet.
- Receives, counts, opens, unpacks, dates, stamps, records, sorts and distributes incoming mail, documents, books, materials and supplies following established procedures.
- Sorts and stamps out-going correspondence, addresses envelopes and packages, and prepares printed



## JOB DESCRIPTION

matter and other material for mailing.

- Receives and refers visitors, takes telephone calls and messages, and provides routine information upon request.
- Enters information or data to personal computer or computer terminal following established procedures.
- Able to read, comprehend and apply job-related written material and make decisions in accordance with applicable school system policies and procedures.

**OTHER DUTIES AS ASSIGNED.**

## QUALIFICATIONS & PERSONAL SKILLS

- Bilingual English/French Required
- Excellent oral and written communication skills; good phone manner.
- Effective in communicating with parents and children.
- Ability to work well within a team and independently.
- Demonstrated ability to anticipate and solve problem in a timely manner.
- Personable, and understanding.
- Dependability and reliability.

Salary is commensurate with level of education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, long term disability and retirement benefits.

The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint check.

LFSF is an Equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply.

Interested candidates should send their resume and cover via: <https://www.lelycee.org/about/jobs>