

**Job Title: Receptionist**

**Job Objective:** The Receptionist is a strong member of the team and as the first point of contact for the District, is expected to foster the best possible relations among community members, Board of Directors and staff. The Receptionist provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate agency staff, and serving as clerical support for District staff. This role also provides staff coverage for the extended service hours at the Community Health and Wellness Center.

**Duties:**

1. Respond to incoming calls promptly and professionally, ensuring they are answered by the third ring and directed to the appropriate individual or department efficiently
2. Assist visitors in a prompt, helpful, timely and accurate manner.
3. Provide back office support to Administrative staff with data entry, mailings, special event announcements, and other clerical tasks.
4. Be responsible for the opening and closing of the office during regular and extended business hours as predetermined.
5. Manage and maintain the Administrative Conference Room meeting calendar.
6. Ensure community and staff meeting areas are clean, organized, and free of debris to maintain a welcoming environment. Additionally, may assist community members in setting up Zoom meetings as needed.
7. Attend and participate in community events as related to the provision of services of the District.
8. Develop and maintain effective working relationships with other District staff members.
9. All other duties as assigned.

**Qualifications:**

The Receptionist is expected to have basic computer literacy skills with Microsoft Office. Ability to answer multiple phone lines – while keeping calm and friendly. A talent for developing strong interpersonal relationship and consensus building is preferred. Possess the ability to work effectively and patiently with individuals with age related, cognitive or physical limitations. Ability to speak Spanish is strongly preferred but not required. Reliable transportation and a clear DMV record is required. Ability to lift at least 20 pounds and arrange office chairs and tables.

Organization Culture: Ability to work independently and/or as a team member. Ability to perform work in a creative, energetic and self-directive manner.

**Work Hours:** The Receptionist is a full-time, on-site, position. The organization core operating hours are 9:00 a.m. to 5:00 p.m. Monday through Friday; however, one weekday evening and at least one Saturday per month shift will be required – schedule to be determined.

**Salary Range and Benefits:** \$25.00 to \$29.00 per hour, non-exempt. Health and retirement benefits are available and will be discussed with successful candidates.

**Supervisor:** Chief Executive Officer

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The terms of my employment have been discussed with me, and I understand the benefits available and the rate of pay ( Hourly/Non exempt \$ \_\_\_\_\_) through my employment at FRHD.

Employee Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_

6.8.2026