



Job Title: Office Receptionist

Reports To: Canton Campus Pastor

Position Status: Part time Non-Exempt/Hourly

Position Summary: Facilitates front desk and office operations

Job Responsibilities and Duties:

- Greet ALL guests, Team Members and Staff with eye contact and warm smile and welcome
- Manage phones and office entrance access
- Organize and distribute incoming/outgoing mail
- Manage office equipment and supplies (copier, phones)
- Prepare conference rooms for meetings to include stocking supplies, food, drinks
- Prepare office and church rooms for events and meetings as needed
- Organize and clean common areas (kitchen, copy room, sitting areas)
- Organize files and information
- Manage shipments and packages
- Church event logistics as needed
- Additional responsibilities as needed

Job Skills and Requirements:

- Priority: Constant presence at the front desk with the exception of breaks
- Able to present a consistent joyful and cheerful countenance to Revolution Church guests, clientele and Staff
- Able to communicate church policy, each ministry department details and events
- Demonstrated proficiency in computer skills, equipment, and needed software (MicrosoftOffice products, PlanningCenter, etc.)
- Attention to detail
- Able to lead Team Members
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- A commitment to confidentiality regarding all account records, both of the church, staff and it's Stewards
- Dependable attendance

Christian Requirements:

- A demonstrated Christian faith commitment
- A passion for the vision of Revolution Church

- Dependable church attendance at Revolution Church
- Signed commitment to The Revolution Church Stewardship Covenant

Normal time requirements:

Monday-Thursday 9am-5pm (1 hr lunch break)

Some weekend gatherings and special events

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature: _____

Feb 2022

Date _____