

St. Barnabas Episcopal Church | Bainbridge Island | Washington
Receptionist/Building Coordinator | Job Description

Revised July 19, 2017

Reports to: Rector/Senior Warden

Employment Classification: Regular Part Time (15 hours)

Compensation: \$15 per hour

Essential Duties & Responsibilities

- Responsible for creating and maintaining a welcoming atmosphere for the public at St. Barnabas.
- Responsible for greeting callers and visitors to St. Barnabas, as well as for maintaining the parish calendar, managing facilities usage and coordinating buildings and grounds maintenance.

□ **Front Desk Responsibilities**

- Maintain regular office hours (9am to noon), Monday through Friday. Office is closed on all bank holidays.
- Respond effectively to needs as they arise and resolve related issues.
- Maintain confidentiality and respect pastoral sensitivity.
- Pick up mail in the morning from mailbox, sort and distribute as necessary.
- Answer phone or voice mail and deliver messages.
- Represent parish to Day School Community; know general information about Day School.
- Make and track color copies for Day School.
- Assist in production of service leaflets, as needed.
- Maintain office equipment and monitor contracts.
- Identify, train and supervise volunteers who substitute in the receptionist position as needed.

□ **Facilities Usage Responsibilities**

- Schedule the use of parish facilities and maintain parish master calendar.
- Publish and post calendar in parlor on a weekly basis.
- Manage all parish hall rentals and organize set-ups and tear-downs.
- Coordinate with all rental groups using parish facilities, monitor their use agreements and negotiate new agreements as needed.
- Coordinate with both kitchen managers regarding parish and outside use of the kitchen, kitchen maintenance and repairs, as well as purchases needed for the kitchen.
- Develop building signage as needed.
- Be the primary contact for the Kitsap Public Health Department regarding the St. Barnabas Commercial Kitchen.
- Maintain all written materials related to kitchen use by the caterers.
- Coordinate with bookkeeper and kitchen managers regarding invoicing and collections for room rentals and caterer usage.

Buildings & Grounds Responsibilities

- Know basic building functions and safety equipment and issues:
 - Location of first aid, AED and fire extinguishers
 - Fire alarm & sprinkler control systems and smoke detectors
 - Computer system, modem, etc.
 - Shut off valves for water, fire sprinklers, propane and electrical
 - Location of key reference information
- Schedule and monitor any monthly, quarterly, or annual inspections as required by diocese, city, county or state.
- Work with Sexton and outside vendors to coordinate building maintenance and repairs.
- Liaison with parish vendors, service providers and contractors to communicate issues and or concerns of the rector, wardens, vestry and parish.
- Other duties as assigned by the Rector.

Qualifications, Education and/or Experience

- Two to four years related experience or training.
- Strong communications skills.
- Strong computer skills to include knowledge of Word, Excel and Gmail.
- A combination of education and experience.
- College degree preferred.
- Have an appreciation and understanding of Christian/Episcopal traditions.

Certificates, Licenses, Registrations

- CPR, First Aid, AED and Food Handlers permit

Work Environment

- Must be available to work 9am to noon Monday through Friday (with exception of bank holidays) and make time available to meet with staff, parish members and others.