**EMPLOYER JOB ORDER FORM**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>18085</td>
<td>02/19/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$17 - $DOE</td>
<td>Monday - Friday</td>
<td>8:00AM- 5:00PM</td>
</tr>
</tbody>
</table>

**REQUIRED FOR POSITION**
- TB exam, Fingerprints, Drug Screen, Background Check

**REQUIRED EDUCATION**
- High School Diploma/GED

**JOB DESCRIPTION**

**POSITION SUMMARY:** Under the direct supervision of the Associate Director, the Program Receptionist/Secretary is responsible for clerical support to all Senior Center programs, telephone coverage for all Senior Service Programs and the Nutrition Program, and provides backup to the Administrative Assistant.

**DUTIES / RESPONSIBILITIES:**
1. Demonstrates knowledge and established departmental policies and procedures, objectives, quality assurance program, safety and standards of the Department of Public Health on a consistent basis.
2. Greets the public and answers telephones upon the third ring, provides accurate program and services information, and directs calls to the appropriate staff person or department in a friendly and professional manner on a consistent basis.
3. Produces Senior Center flyers, announcements and correspondence as scheduled or per Administrative Assistant instructions in a timely manner.
4. Follows departmental procedures regarding filing of backup paperwork
5. Compile monthly MIS reports on a consistent basis
6. Calls senior participants on transportation list and coordinate service needs with drivers, pick up times and sign off on driver list.
7. Provide appropriate program and service information to program participants
8. Follows program policies regarding the handling and safekeeping of Pledge Drive monies, Van transportation and Fundraising Events.
9. Process timesheets for payroll by receiving them and presenting to Director for review and signature, copy and forward originals to payroll by designated time.
10. Stamp/Mail outgoing mail, sort and distribute mail and interoffice mail to the correct department throughout the facility.
11. Assist Home-Delivered Meals Coordinator
12. Assist Nutrition Office with weekly OLSHS Roster, OLSHS AM and PM meal roster, communicates with OLSHS staff regarding daily meal changes, Updates & prepares daily OLSHS van lists, meals, completes weekly meal forecast (including completion of HDM and OLSHS portion, prepares "daily packing sheets" for kitchen.
13. Other duties and responsibilities as required

**3 TO 5 KEY SKILL SETS REQUIRED**
- Apply online first: https://onlok.applicantpro.com/jobs/779171.html

**QUALIFICATIONS (knowledge, skills, abilities):**
1. High school graduate or equivalent, required
2. Minimum 2 years in similar clerical position preferred
3. Type at least 35 WPM
4. Computer literate
5. Excellent communication skills
6. Excellent customer service

The above statements are intended to describe the general nature of work performed. They are not considered as an exhaustive list of all job tasks performed. On Lok reserves the right to change job descriptions, work hours or work sites as required by the program.

On Lok's Employee Benefits include (eligible for any position for 20 hr/wk or more):

- Medical, Dental, and Vision coverage
- Retirement Savings Plan 403(b) and Term Life/AD&D Insurance
- Flexible Spending Account, Commuter Checks, MLA scholarships, Employee Assistance Program (EAP)
- Pet Insurance and additional discounts
- Holidays (10 per year), vacation time, sick leave, and long-term disability insurance

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