JOB POSTING

Part Time Temporary Receptionist/Greeter

Looking to make a difference during the pandemic? Winchester Community Music School (WCMS) is hiring a team of friendly, responsible, and customer focused individuals to help us open our music school doors to students. This reception/greeter position is the first point of contact for all WCMS students & families, faculty and staff, and essential visitors. Each team member will be assigned approximately 10 or more hours/week based on your availability. The typical work hours are weekday afternoons from 2:30 PM until 7:45 PM and Saturdays 8:30 AM-1:45 PM. Hours will be assigned based on the needs of the school and team members availability.

KEY DUTIES AND RESPONSIBILITIES
(The follow are representative examples of the principal tasks to be accomplished but are not considered to be all inclusive.)

- Greet all WCMS employees, students, and essential visitors at the entrances to the facility
- Ensure that anyone entering the facility has been health screened and is cleared to enter the building
- Ensure that anyone entering the facility is following COVID-19 protocols of hand hygiene and correctly wearing an appropriate face mask
- Maintain knowledge of daily building activities to help refer students and essential visitors to their proper classroom
- Sanitize high touch surfaces throughout the building on a regular schedule
- Support WCMS staff and faculty as requested
- Other duties as assigned

QUALIFICATIONS
Ability to work independently in a customer focused and team-based environment. Demonstrated customer care orientation and skill, ability to multi-task, good-natured personality and people person. Demonstrated openness and flexibility to take on additional duties and responsibilities as needed. Successful candidate should have at least one year of comparable reception work experience in an office or school setting. Must enjoy interacting with children and youth. Interest in working for a non-profit
organization preferred. Note that the school is not easily accessed by public transportation. Must have reliable form of transportation.

COMPENSATION

$15.00/hour This is a temporary position, there are no benefits.

TO APPLY

For immediate consideration, submit resume, and references to the attention of Jeana Grady, Office Manager, at info@winchestermusic.org. No phone calls, please. Only those selected for interviews will be contacted.

Winchester Community Music School is an equal opportunity employer and values diversity and inclusion. All employment is decided on the basis of qualifications, merit, and business need.