



Position Title	Department	Reports to
Part time receptionist	Pearce 4 Kids Child Care Center	Mattie Laley
Employment status	FLSA status	Effective date
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	

Position Summary

The receptionist welcome everyone, provide valuable support to the Pearce 4 Kids team and families.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Greet Pearce 4 Kids families and staff, as well as other congregation members
- Maintain a visitor log, having guests and therapists in the building sign in/out
- Sign children in/out utilizing the P4K online database
- Instruct families to leave payments in the boxes, supplying envelopes, as needed
- Maintain the full day binder
- Assist with other P4K tasks and projects, as needed
- Accept registration paperwork and staff applications

Qualifications:

- Pass background check
- Comprehensive understanding of basic technology, Microsoft Office software and database systems
- A desire to serve the Pearce 4 Kids families and further the mission and vision of Pearce 4 Kids Child Care Center
- A lifestyle that matches with the vision and mission of Pearce 4 Kids Child Care center
- Strong communication, comprehension, multitasking, interpersonal, customer service, and hospitality skills
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Physical Demands

- While performing the duties of this job, the employee is regularly required to sit and talk or hear
- The employee is frequently required to use fingers, tools, or controls
- The employee is required to stand and reach with hands and arms
- Specific visual abilities require by the job to include close vision, color vision, peripheral vision and depth perception
- The employee may have to lift up to 20lbs. on occasion

Evaluation and Compensation

The part-time reception position reports to and will be annually reviewed by the Pearce 4 Kids Executive Director. Compensation is reviewed annually by the Pearce 4 Kids Executive Director and Assistant Director of Finance, submitted to the Pearce Church Board for approval.

I have read and received a copy of my job description. I understand this description in no way states or implies these are the only duties to be performed by the employee of this position. Employees we be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and

requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirement may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

Reviewed with employee by:

Signature: _____

Name and Title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and Title: _____

Date: _____

Pearce Church/Pearce 4 Kids is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

Employee Copy

Signed Copy to Employee File