



JOB DESCRIPTION

Job Title: Front Desk Receptionist	Department: Child Care Center
Reports to: Child Care Director	Employment Status: Sensitive
Salary: DOE	Driving Classification: Not Required

Summary: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:

Essential Functions:

- Must maintain daily phone, mail, walk-in, and staff in and out logs
- Assist with agenda for weekly staff meetings and type the minutes
- Organize and maintain attendance, daily logs, of classroom
- File attendance of FMCCC Staff
- Filing weekly classroom forms for classrooms
- Process all out-going and in-coming correspondence
- Responsible for taking messages and submitting to the appropriate worker in a timely manner according to FMCCC policy
- Ability to recognize an urgent matter and forward immediately to Director or Designated person in charge.
- Must oversee and maintain the care and maintenance of all office equipment, etc.
- Must be proficient in all areas of office procedures
- Must assist with the ordering of basic office supplies, maintenance supplies, classroom supplies, Kitchen supplies, etc.
- Must maintain strict confidentiality of all information submitted to the department
- Responsible for maintaining high quality services characterized by courtesy and respect for all individuals
- Work experience in office or child care setting is preferred
 - Must be punctual and able to manage time effectively
 - Responsible for maintaining an organized work space as well as a neat and tidy front reception area
- Help coordinate Classroom/Staff/Parent meeting schedule and attendance confirmation
- Assists Teacher's with miscellaneous administrative duties
- Daily computer/written data for all monthly expenditures, vehicle (mileage, cleaning, and maintenance) and personnel travel information for accountability and statistical purposes
- Assists Teacher's with monitoring children with behavioral plans as needed
- Other tasks as assigned by the FMCCC Director

Qualifications

High School Diploma or GED Equivalent, **Required**

18 years of age, **Required**

Pass required background check, **Required**

Pass Physical Examination and TB Test up on hire, **Required**

Knowledge of administrative and clerical procedures, **Required**

Knowledge of Customer Service principles and Practices, **Required**

State Driver's license, and be insurable under the Fort Mojave Indian Tribe Insurance Plan, **Preferred**

Minimum of one (1) year or more clerical experience in an administrative setting, **Preferred**

Early Childhood Course work or training, preferred

Food Handler's Certificate or willing to obtain within 3 months of hire, **Required**

1st Aid & CPR certification, or willing to obtain within 6 months of hire, **Required**

Education:

High School Diploma or GED Equivalent, **Required**

Experience:

Prefer a minimum of one (1) year or more clerical experience in an administrative setting. Must have knowledge of administrative and clerical procedures as well as knowledge of customer service principles and practices

Certificates and Licenses:

State Driver's license preferred, and be insurable under the Fort Mojave Indian Tribe Insurance Plan

Early Childhood Course work or training

Food Handler's Certificate or willing to obtain within 3 months of hire

1st Aid & CPR certification or willing to obtain within 6 months of hire

Ability to pass a physical exam every year and an annual TB test

Comply with background checks, including fingerprints, as required by the agency. Have organizational, problem solving, time management and analytical skills. Be able to travel periodically to trainings. Have the ability to learn and comprehend information from procedure manuals and other materials.

Must possess personal qualifications as required including: emotional maturity, willingness to cooperate with the goals of the child care, respect for children and adults, from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with daily job duties and responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally be required to lift and/or move up to 25 lbs. Specific vision abilities required which include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee will frequently be required to talk and hear, use hands and fingers to handle, reach or feel and manipulate objects or controls, sit or stand for long periods and walk distances, as well as stoop, bend, kneel and crouch. Please review

occupational hazards information for child care. (Caring for Our Children: National Health & Safety Performance Standards)

The Indian Preference Act will be enforced. FMIT is an Equal Opportunity Employer. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.