

# Welcome Center Staff

## Job details

- \$12 - \$14 an hour
- Part-time (Monday – Friday, 6:00AM – 7:30 AM)
- Number of hires for this role - 1

## Job Description

### Job Summary

This is a part-time early morning opening position (6:00am – 7:30am), in which you will greet staff and patrons as they arrive for the childcare program before the building opens to the public.

### Requirements

- High school diploma or GED
- Answer a telephone, read and write messages
- Must have COVID19 vaccination, be willing to receive COVID19 vaccination or be tested weekly for COVID19.
- Must be certified or able to certify in First Aid, CPR/AED, and WMFC Emergency Responder Training.
- Complete Bloodborne Pathogens Training upon hire.
- Complete an ICHAT background check and sex offender registry clearance.
- Negative TB test required for employment to begin.

### Responsibilities

- Unlock the necessary doors and turn on lights to allow childcare patrons and staff to enter the building.
- Ensure that staff and patrons are wearing masks while in the building.
- Ensure that the health screener is completed daily for staff and patrons.
- Answer phones, check messages and deliver messages to the appropriate departments.
- Work as part of a team to maintain accurate communication.
- Notify supervisor of emergency situations as they arise.
- Follow and implement WMFC health and safety policies. (All health and safety information is covered in Orientations, Safety Days, and CPR/First Aid trainings.)
- Ensure that the facility is maintained and clean during your shift.
- Attend staff meetings and other trainings as required.
- Demonstrate behavior that is professional, ethical, and responsible.
- Other duties as assigned and as they arise.