

# JOB DESCRIPTION

**POSITION TITLE:** FOOD SERVICES-- RECEPTIONIST

**REPORTS DIRECTLY TO:** SUPERINTENDENT OF HUMAN RESOURCES

**DIRECT REPORT:** NONE

**SCOPE:** OUT OF SCOPE

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** MAY, 2012

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 45 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 9 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

This position is responsible for maintaining the meeting room booking system and ensuring the provision of requested items and/or services for each meeting as required. This position also performs administrative and clerical tasks such as word processing, photocopying, and filing as assigned by other staff members, as well as back-up reception duties.

## KEY ACCOUNTABILITIES

### **Accountability: Food Services (65%)**

- Schedule all bookings for all seminar/meeting rooms that are submitted using the division approved software.
- Arrange for food and beverages as requested in meeting room bookings.
- Shop for supplies as required.

### **Accountability: Reception Services (20%)**

- Answer all incoming calls and handle caller's inquiries whenever possible
- Upkeep of the main reception voice mail system
- Re-direct calls as appropriate and take adequate messages when required

- Relay communications verbally and in writing to staff at the Conveyance and Maintenance Centres
- Greet, assist and/or direct students, visitors and the general public

**Accountability: General Administration Support (10%)**

- Process and deliver (as required) mail and prepare parcels for courier
- File all general correspondence and filing within central filing
- Ensure that signage in the main foyer is updated daily.
- Order, received, stock and maintain inventory of office supplies
- Monitor the use and level of office equipment and coordinate maintenance as required
- Place employment opportunities on the Prairie Spirit School Division website
- Place employment and other ads in newspapers
- Delivers bank deposits to bank
- Enter staff attendance into payroll data system
- Support payroll department by sorting and distributing paystubs.

**Accountability: Other duties as assigned (5%)**

- Provide clerical support such as: typing, collating, filing, recording, sorting, and other related duties as required

**SKILL & COMPETENCY REQUIREMENTS**

- Treat information pertaining to students, staff members and the school division in general with a high degree of confidentiality by following established processes and policies
- Excellent organization skills to effectively prioritize workload, create and/or follow filing systems and sort information
- Display teamwork to productively work towards common goals with staff members from across the school division
- Communicate clearly, with a variety of people, both verbally and in writing to ensure messages are understood and delivered
- Ability to work independently while meeting the expectations of the position
- Display strong customer service skills to understand a student, parent, staff member or the general public's needs and respond to those needs in a tactful, positive manner

**EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess a Grade 12 diploma
- Minimum of one year of secretarial training at a recognized institution as approved by the Board of Education or a combination of training and experience would be considered
- Demonstrated knowledge in the operation of equipment such as; photocopier, switchboard, mailing machine, fax, computer, printing machine
- Demonstrated knowledge of methods and procedures used in maintaining an office
- Proficiency in the operation of computers and knowledgeable of word processing applications and database software packages currently used by the division