



## Position Announcement

### Receptionist

Application Dates:

**June 10, 2021 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is filled.*

#### **About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

#### **Job Description:**

As the Foodbank Receptionist, you will be the first point of contact for our charitable organization. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests, clients, volunteers who visit the Foodbank. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

The receptionist monitors lobby/visitor access and maintains security awareness. Operates a multi-line telephone system to answer incoming calls and directs callers to appropriate personnel and or agencies. The receptionist performs a variety of clerical duties; receives food and monetary donations delivered to the Foodbank lobby. As the receptionist, you will oversee the distribution of incoming and outgoing mail. When mail arrives, the receptionist sorts it, and routes it to the appropriate Foodbank employees.

The ideal candidate will present a positive image of self and the organization; have at least 1 year of experience and or clerical related experience.

**Work Hours/Shift:** Monday-Friday; full-time, non-exempt; some weekend and evening work required.

**Essential Education:** High school diploma or general education degree (GED), preferred 2 year degree or specialized office training.

#### **Requirements:**

- Experience operating a multi-line telephone system.
- Excellent written and verbal communication skills.
- Positive & professional demeanor.
- Ability to work effectively with frequent interruptions.
- Strong work ethic.
- Excellent interpersonal skills.
- Ability to handle confidential and/or sensitive information on a daily basis.
- Exceptional organizational skills.
- Ability to prioritize tasks and manage time effectively.
- Proficiency in Microsoft suite.

#### **Certificates, Licenses or Registrations:**

- Familiar with Donor Quest, Raiser's Edge and/or fundraising software.

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment. This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.

- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Travel Requirements:** None.

**Job Type:** Full-time.

**Pay:** Range \$13.68 - \$14.90 per hour.

**Benefits:** Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

To Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org) , Subject: Receptionist position.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*