



Position Announcement

Receptionist

Application Dates:

Internal and External: June 16, 2022 Until 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, Facebook, or Twitter.

Job Description: The Foodbank Receptionist is the first point of contact for our charitable organization. Receptionist’s duties include offering administrative support across the organization, welcoming guests, clients, and volunteers who visit the Foodbank. The Receptionist will 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.

Work Hours/Shift: Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings and special events.

Requirements:

- Excellent written and verbal communication skills.
- Positive & professional demeanor.
- Ability to work effectively with frequent interruptions.
- Dependable with 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.

Essential Education: Minimum: High school diploma or general education degree (GED).

Work Experience:

- One year experience with administrative and customer service duties.
- Proficient with Microsoft Suite.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social)

Pay Rate: \$15 per hour.

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.

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.