



Front-Office Receptionist Job Description (Full or Part-Time)

Last Updated: April 13, 2026

Purpose of the Job:

The Front-Office Receptionist is the first point of contact for visitors to the school, parents, staff, and students. As the 'face' of the school, the Receptionist should be welcoming, personable, helpful, and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role be organized, able to multitask and prioritize tasks by order of importance, and work flexibly with a 'can do' approach to work, as tasks vary from day to day. Above all, the Receptionist should be someone who exhibits a servant's heart towards all who come to our facility.

Key Qualifications:

- Be a professing Christian who is active in a local church,
- Act as the first point of contact for the school, welcoming visitors and responding to telephone communication in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Prioritize safety by ensuring entry to and exit from the premises is controlled and that all visitors sign in and out and take and return visitor badges via our digital sign-in system.
- Overseeing digital attendance record-keeping and communication.
- Order and stock:
 - Office and classroom supplies (in conjunction with principals).
 - Textbooks and curricular supplies for PS-12th Grades in conjunction with the principals.
 - Doing an end-of-year inventory (June).
 - Covering with contact paper or redoing/mending textbook covers (June-July).
 - Copier supplies for machines.
 - Stock and maintain first aid bags and containers for GCS vehicles, classrooms, offices, and outings such as field trips (stock in August; maintain during school year)
- Oversee distribution of incoming mail and process outgoing mail.
- Perform general clerical and administrative tasks such as photocopying, printing, laminating, etc.
- Assist and direct substitutes to assigned classes upon arrival.

Qualifications and Skills

- Computer / IT skills and the ability to learn. Experience with Google Workspace is ideal.
- Excellent organizational skills and ability to prioritize workload.
- Excellent interpersonal and communication skills (in-person, telephone, and written).
- Ability to work independently and as part of a team.
- Ability to lift heavy objects (stock & curriculum).
- Excellent customer service skills, with the ability to use discretion, patience, tact, and respect for confidentiality.

Hours

School Year (mid-August-May) 7:30 a.m. - 4:00 p.m.

Summer (June-mid-August) 9:00 a.m. - 1:00 p.m. (Not on Fridays)

If interested in this position, please submit a cover letter and resume via email (gcs@gcswarriors.org).