

JOB DESCRIPTION

Support Staff-Building Coordinator

St. Francis Center, Riviera Beach, FL

Full-Time- 37.5 hours

Reports to: Operations Director

Supervises: Receptionist

FLSA Status: Non-Exempt

Essential Duties and Responsibilities:

- Works under the supervision of the Operations Director.
- Opens St. Francis Doors by 8:00am each morning.
- Locks and unlocks building (along with opening appropriate conference rooms and elevators).
- Activates and deactivates alarm system when arriving and departing the center.
- Monitor security system and reviews DVR footage when necessary.
- Keeps track of clients by utilizing a sign-in/out log and badging system.
- Accepts all deliveries including food and other items, notifying staff member of deliveries.
- Maintains St. Francis Meeting Room calendar (Staff conference room request).
- Order janitorial, office and breakroom supplies for the center also receives order and put inventory away.
- Submits purchase orders, check request and other paperwork to the Finance Office.
- Responsible for submitting maintenance work order through the maintenance request system.
- Point of contact for staff when orders are places.
- Responsible for the supervision of the center receptionist and dedicated volunteer.
- Creates and modifies front gate security codes.
- Point of contact for vendors.
- Backup for employee ID process.
- Maintains and updates St. Francis telephone directory.
- Send out invitations via email to staff for center celebrations.
- Point of contact for new staff member and assists with new employee onboarding process for St. Francis Center.
- Works directly with cleaning service to supervise the cleaning of the St. Francis Center.
- Monitors the shredding bins and calls for collection.
- Point person for record maintenance service calls.

- Monitor vending machine for supplies, service, and reimbursement of change due to defective selection.
- Creates and sets up signage when the St. Francis Center is closed.
- Updates voice message for reception to reflect center closures.
- Participates as a team member of one of five Continuing Quality Improvement (CQI) committees
- Assist Operations Director with special projects.
- Responsible for assigning daily tasks and training receptionist.

Qualifications:

- Must be bilingual (ability to read, write speak and translate English/Spanish or Spanish/English)
- High School Diploma required, or business course preferred.
- 2 years professional experience.
- Excellent and professional telephone manner and interpersonal skills.
- Proficient in the use of a multi-line phone system.
- Ability to work effectively with employees, department heads, representatives of other agencies and the public.
- Ability to maintain confidentiality in all matters.
- Ability to multi-task, work independently, and make responsible judgment calls.
- Computer literate, proficient in Microsoft Office programs, email, and internet usage.
- Must be able to work flexible schedule whenever necessary to provide adequate front desk coverage.
- Good communication skills both verbal and written.
- Ability to work independently, set priorities and make decisions with minimal supervision.
- Knowledge and support of Catholic Church teachings
- Florida Driver's License with excellent driving record

Physical Requirements:

- Ability to work closely with others and alone.
- Willingness to respond to emergency situations without notice.
- Willingness to prioritize and respond to the needs of potential clients.
- Occasional light lifting and carrying of under 15 pounds.
- Occasional moderate carrying and lifting of 15 – 44 pounds.
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting.
- Occasional periods of standing, kneeling, and climbing.

Catholic Charities employees will be provided with the training to develop an understanding of and sensitivity to cultural differences. This sensitivity includes but is not limited to specific cultural and ethnic groups, religious differences, various socio-economic groups, and those living alternative lifestyles.

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.