

[Church Name]
Receptionist Job Description (Sample)

Job Title: Receptionist

Reports To: [Immediate Supervisor's Name]

Position Status: Full-Time/Part Time

Purpose:

The receptionist is responsible for greeting and providing information to all people entering the church office and directing them to their proper destination.

Job Responsibilities and Duties:

1. Answering the telephone, transferring calls to proper office and/or take messages.
2. Maintaining church calendar and informing appropriate staff of activities.
3. Preparing hospital list for staff visitation.
4. Informing staff of membership needs related to illness and death.
5. Accepting additional responsibilities as assigned.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date

Revised: _____