



Job Opening

POSITION:	<u>Substitute Receptionist</u>
CLASSIFICATION:	<u>On-Call, Part-Time, Non-Exempt/Hourly</u>
LOCATION:	<u>Pillsbury House +Theater: 3501 Chicago Ave S, Minneapolis, MN 55407</u>
CLOSING DATE:	<u>July 22, 2016</u>
ORGANIZATION WEBSITE:	<u>www.puc-mn.org</u>

ORGANIZATION SUMMARY:

Pillsbury United Communities (PUC) works with underestimated populations across Minneapolis to foster the resilience and self-sufficiency of individuals, families, and the community as a whole. PUC is creating a new model for social services by designing solutions that address a spectrum of intersecting needs—from education to employment to health—while continually investing in the Agency's capacity to innovate and improve. Founded in 1879, PUC's interconnected system of programs, community centers, and social enterprises connect with over 63,000 people each year. PUC's mission is to create choice, change, and connection.

There are two openings for the Substitute Receptionist position at the Pillsbury House & Theater location of PUC. Front Desk subs are needed for the following hours: Weekdays 8:00 a.m.-3:00 p.m. and 3:00 p.m. - 6:00/9:00 p.m. Weekends: Saturdays 8:15 a.m.-2:15 p.m., Sundays 9:45 a.m.- 2:00, and various theatre hours.

JOB SUMMARY:

The primary objective of this position is to perform general receptionist functions to support the agency's programs and mission. This position will provide general information, greet visitors, answer phones, schedule appointments, as well as perform other assignments under moderate supervision.

JOB RESPONSIBILITIES:

- Answer phones at front reception desk.
- Greet and direct visitors.
- Provide program information, Pillsbury United Communities information, and direct caller/walk-in inquiries to appropriate staff.
- Assume responsibilities as assigned.

REQUIRED QUALIFICATIONS:

- Ability to operate 4-line switch board.
- Strong verbal skills.
- Ability to learn about center programs.
- Ability to be professional in appearance and performance.
- Ability to take work direction from a variety of staff.
- Ability to be punctual.
- Ability to Sub for regular receptionists.
- Possess capacity to function adequately, and with sensitivity and understanding, in different cultural and life style settings.

Pillsbury United Communities is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. Pillsbury United Communities prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status.

Our organization has a partnership with MACC Alliance/ MACC CommonWealth (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials. You may also be contacted by a MACC employee to conduct or schedule an interview.

APPLY ONLINE: https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx? ID=*8430758BB0B6C131