

# Evening and Weekend Receptionist

## Diocesan Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Our Mission is to provide quality service in an efficient and professional manner to ensure building safety and comfort.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Welcomes guests to the Pastoral Center
- Maintain visual of security cameras
- Receive incoming and outgoing mail
- Handles all incoming calls and internal calls to switchboard
- Comply with all applicable Organization, Department and Office politics
- Comply with all applicable security and safety policies & procedures
- Post daily activities on Power Point
- Input events schedule in AC systems
- Fill out check requests and office filing when needed
- Order office and janitorial supplies
- Assist with hospitality during major events
- Clean lobby area daily
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- High School Diploma
- Customer Service
- Communication skills
- Bilingual
- Effective ability to operate phone lines
- Effective detail and organizational skills
- Must have ability to interact professionally with all employees and people coming into the building.
- Must have ability to work in a multi-cultural environment.

### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 30lbs, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please forward your resume and salary requirements to:**

**Diocese of San Bernardino  
Attn. Sinia Bustamante  
1201 E. Highland Avenue  
San Bernardino, CA 92404  
Email: [employment@sbdiocese.org](mailto:employment@sbdiocese.org)  
Fax: 909-475-5189**

**The Diocese of San Bernardino is an Equal Opportunity Employer**