



JOB ANNOUNCEMENT

The Bayanihan Equity Center's (BEC) and Filipino American Development Foundation (FADF) is seeking a well-organized and motivated Front Desk Receptionist for the Bayanihan Community Center.

POSITION TITLE: Front Desk Receptionist
1.0FTE

DUTIES AND RESPONSIBILITIES:

- Maintain a professional appearance and work area
- Receive and welcome guests
- Provide basic information about the Bayanihan Community Center to inquiring visitors
- Maintain sign-in sheets of guests visiting the center
- Organize and file documents, including but not limited to sign-in sheets, to ensure the privacy of staff, volunteers and visitors
- Help maintain the cleanliness of the Bayanihan Community Center at all times to mitigate the spread of COVID-19 and other communicable diseases which is further explained in Attachment "A"
- Receive, sort, and deliver mail to BCC tenants and other organizations
- Order, store and keep an accurate inventory of center supplies
- Keep an accurate inventory of center equipment and furnitures
- Keep track of borrowed equipment and furniture (e.g. projector, chairs, tables) used by other organizations and individuals and groups renting the Barangay Hall and the Anihan Conference Room
- Manage the Barangay Hall and Anihan Conference Room calendars
- Perform other duties, as needed, or assigned by FADF and BEC staff

DESIRED SKILLS AND QUALIFICATIONS:

- High school diploma or equivalent
- Well-organized, dedicated, reliable and flexible
- Good communication and interpersonal skills

- Vibrant personality
- Email, MS Word & Excel
- Fluent in English and Tagalog in both written and oral.

ATTACHMENT A:

The Bayanihan Community Center (BCC) is committed to keeping a safe environment for its staff, volunteers and visitors and to mitigating the spread of COVID-19 and other communicable diseases. To this end, the following procedures are performed by the Front Desk Reception:

1. Take all guests' body temperature upon entry.
2. Document COVID-19 screening assessments through a sign-in sheet to collect the following information:
 - A. Full name
 - B. Phone number and email address
 - C. Body temperature reading
 - D. Presence of COVID-19 symptoms
 - E. Exposure to COVID-19+ individual(s)

Information collected will be kept confidential and will only be used for contact tracing purposes.

3. Maintain hand hygiene stations for personnel, volunteers and guests, ensuring enough supply of soap, paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol.
4. Conduct regular cleaning and disinfection as needed, of shared objects and high-touch surfaces, as well as high transit areas, such as restrooms and common areas.
5. Assist in monitoring the maximum number of individuals allowed at any given time at the center which allows for physical distancing.

To apply for this position, email a résumé to info@sfbec.org