Mason County Senior Activities Center

Job Description

**Host/Greeter**

Purpose: To act as a representative of the Mason County Senior Activities Association greeting and welcoming people to the Center in a friendly and professional manner; and to support the Receptionist & Staff at the MCSAA Center. *Host Volunteers are expected to act with integrity regarding all donations and maintain the confidentiality of any and all information that they may have access to.*

This position requires a friendly, professional, detail and customer service oriented person who is able to multi-task and provide customer service in a calm manner in a fast-paced environment.

Time: Approximately 4 hour shifts from 7:50-Noon and Noon -4:15 M-TH and 7:50-Noon and Noon -3:15 Fri

Duties:

* Provide customer service using friendly and professional interpersonal skills.
* Make sure you have signed in on the Center’s Kiosk as attending the center and for your volunteer hours.
* Set up and maintain the beverage and snack area in the dining room: Monitor and Make coffee & keep a pot of hot water as needed throughout your shift. Set out snacks as scheduled and needed. Replenish inventory of napkins, plates, utensils, cups, creamers, sugar, artificial sweetener, Coffee, (informing the Activity Coordinator when stock is needed from the storeroom.)
* Stock small fridge with pop and water (located in the medical supply closet) and informing the Activity Coordinator when stock is low on certain items and more should be purchased.
* Provide information to members and potential members.
* Ensure that anyone coming into the Center is signed in on the Kiosk as either a Guest or a member
* Maintain cleanliness and organization in the coffee areas, Sponsor Table, Abundance Table, Community Bulletin Boards, and Reception, entry & bathroom hallway lounge and gift shop areas.
* Assist with the medical supplies lending library.
* Assist members with games, located in the pool room
* Assist receptionist when needed and cover desk if break needed
* Assist with Gift Shop sales, make financial transactions and receipts for the gift shop area when the receptionist is unavailable or needs additional support.
* Assist reception when needed & accurately complete membership forms and files
* Turn off coffee burners, empty and rinse coffee pots and clean & sanitize the beverage and snack area putting food away in the large refrigerator. Pour out sanitizer.
* All other duties as assigned by the Activity Coordinator.

Revised October 06, 2015

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