



Volunteer Position Description

Position Title: Receptionist

Purpose: The position of receptionist is responsible for maintaining the waiting room

Key Responsibilities:

- Greets customers with a smile
- Manages the flow of customers in the waiting room
- Answers phone calls and directs them to the appropriate staff person
- Cleans the food lists and returns them to the interviewers
- Cleans and maintains the waiting room area

Responsible to: Debbie Johnson, Volunteer Coordinator at Bemidji Community Food Shelf

Time Commitment: Volunteers are needed Monday, Wednesday and Friday from 9:30am to 12:00pm and 12:00 to 3:15pm.

Useful Skills: Pleasant manner, patience, problem-solving ability, dependability.

Support: Training for this position will be provided. Typically the Volunteer Coordinator will be available for questions and to provide support.

Dress Code: Casual

Activity Level: The Receptionist has a mostly seated position.

How to Apply/ Contact Information: To sign up to volunteer as a receptionist, please contact Debbie Johnson, Volunteer Coordinator at 218-444-6580 or email her at bcfsvolunteer@gmail.com.