

Township of Union Board of Education

Job Description

Title: Front Door Greeter

The Greeter has the responsibility of helping to promote the safety of the school and assist administration, office staff and faculty in the daily responsibilities for a safe school environment.

Qualifications: High School graduate, ability to use office equipment, emergency services radio and to communicate with others.

Duties and Responsibilities:

1. Serves as the first point of contact for all visitors entering the school building.
2. Are polite, patient and a representative of the school.
3. Responsible to make sure the main office is aware of all visitors who enter the building, check the visitor's identification, record visitors information in appropriate log book and make sure visitors are issued a visitors badge before they enter the building.
4. Greets all visitors in a polite manner and directs them to the main office at all times.
5. Assists the school administration as needed or directed to do.
6. Assists the schools security team or administration in securing the front door area during drills and emergencies.
7. Communicates with administration, security team members or custodians as needed or directed to do.

Essential Functions: Greeting all visitors, checking their identification, logging names into a log book, communicating to essential school administrators, working a walkie-talkie radio ,having direct sight of school building front door/lobby area, and acting as the eyes and ears for administration and security. The greeter is to report all suspicious activities, speak effectively and be able to adapt to all changing school building environments. The greeter is also to attend a training program conducted by the BOE Security Department.

Hours of Employment: Discretion of Building Principal or designee.

Immediate Supervisor: Building Principal or designee.