



*Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school, please visit: [www.cristoreyatlanta.org](http://www.cristoreyatlanta.org)*

### **Full-time Front Desk Receptionist (Afternoon)**

**Reports to:** Registrar

#### **Summary of Job Responsibilities:**

The Front Desk Receptionist serves as the primary public representative of Cristo Rey Atlanta Jesuit High School for all visitors and for those who contact the school by phone or email. The Receptionist is expected to maintain a warm, welcoming, and professional demeanor and appearance at all times, reflecting the mission and values of the school.

To ensure front office coverage for 12 hours each day, the role is shared by two individuals: a Morning Receptionist (6:00 a.m.–2:00 p.m.) and an Afternoon Receptionist (10:00 a.m.–6:00 p.m.). Responsibilities are shared, and the two receptionists must work collaboratively to ensure seamless coverage.

The Front Desk Receptionist follows established procedures, provides guidance and assistance to visitors and community members, and routes inquiries to the appropriate staff members.

#### **Responsibilities include, but are not limited to:**

- Demonstrate a clear understanding of Cristo Rey Atlanta Jesuit's mission and bylaws and consistently abide by them
- Assist in establishing and maintaining a positive school culture by holding students accountable to established standards and expectations
- Arrive punctually and prepared for scheduled shifts to ensure smooth transitions and adequate debriefing
- Maintain a professional, organized, and welcoming front desk area at all times
- Greet and assist all incoming guests, students, faculty, and staff warmly and efficiently
- Professionally answer, screen, and direct incoming phone calls and visitors to appropriate personnel
- File, copy, scan, and fax sensitive information accurately and in a timely manner
- Manage incoming and outgoing mailings and notify personnel promptly upon receipt
- Monitor campus entry points and report any suspicious activity or safety concerns to senior administration immediately
- Accurately complete data entry, communication tasks, and clerical support assignments for various departments as needed

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#### Emergency Procedures & Safety

- Support and follow all school emergency procedures, including fire drills, lockdowns, medical emergencies, and other crisis situations
- Serve as a point of communication during emergencies by following administrative direction and maintaining calm, clear communications

#### Student Attendance & Bell System

- Accurately manage student attendance, including tardy check-ins, early dismissals, and parent/guardian communication
- Maintain proper documentation for student arrivals and departures in accordance with school policies
- With direction from the Registrar, manage the daily bell system to ensure smooth transitions between class periods and school activities

#### Office Supply Orders & Sales

- Manage school order accounts by tracking inventory, processing orders, and maintaining accurate records
- Process orders in a professional and responsible manner, ensuring proper documentation and accountability
- Communicate regularly with school administration regarding account balances, supply needs, and the status of outstanding orders
- Perform additional duties assigned to support the efficient and effective operation of the school.

#### Cafeteria Duties

- Assist with lunch service by operating POS for processing student meals.

#### MARTA cards

- Serve as the primary liaison with MARTA to order, manage, and oversee MARTA cards for students and the Corporate Work Study (CWS) program
- Maintain accurate records of all MARTA card purchases and distribution, including receipts, quantities, and logs. Track totals and prepare reports for end-of-semester review.
- Manage the Stripe platform for MARTA card sales and other school-approved transactions.
- Distribute MARTA cards to students in an organized and timely manner during Friday lunch periods.
- Address card issues, disputes, and discrepancies professionally in coordination with students and MARTA representatives.

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**Qualifications:**

Successful candidates will demonstrate a strong commitment to the mission of Cristo Rey Atlanta Jesuit, along with intellectual curiosity, openness to growth and enthusiasm, which are qualities that define our team. Candidates should also meet or exceed the following requirements:

- High school diploma
- Experience working in a school environment is desired
- Must be able to pass a local criminal history/background check
- Bi-lingual Spanish speaker preferred
- Excellent technology skills
- Outstanding organizations skills
- Ability to multi-task and works well under pressure

**Apply:**

To apply, submit the following items to the Human Resources Manager at [hr@cristoreyatlanta.org](mailto:hr@cristoreyatlanta.org). Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

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*Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state, or local law in the administration of any of its educational programs and activities or with respect to employment*

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