

Rabun Gap-Nacoochee School**Job Title: Evening/Weekend Student Center Clerk****Reports To: Student Center Manager****FLSA Status: Non-Exempt****Classification: Full-time, 10-month**

Position Overview: The primary responsibilities of the Evening/Weekend Student Center Clerk are to support day-to-day operations of the Student Center primarily during weeknights and weekends; weekday shifts may be required at times. From August 1 through May 31, shifts are covered when sports camps and school are in session, including travel days, school breaks when dorms are open, and at times during school breaks and holidays when dorms are closed.

Key Responsibilities:

- Supervise students in the Student Center, including overseeing students checking in and out.
- Ensure Student Life policies are being followed.
- Manage the campus store and purchases, restocking as needed.
- Assist with campus mail and student package pick-up.
- Answer the switchboard phone, directing calls as needed.
- Communicate with duty administrators and the campus community.
- Monitor and operate the front gate according to school policies and processes.
- Welcome guests to the Student Center and be aware of campus meetings and their location for which guests and callers may have questions.
- Perform regular and assigned cleaning duties throughout the building.
- Maintain and foster high ethical standards, integrity, and respect for colleagues, alumni, parents, and students in the conduct of the School's business.
- Respect and maintain confidentiality and rights to privacy applicable to individuals and institutional records.
- Perform other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Positive attitude and willingness to work as a team.
- A "can do" mentality with the ability to accomplish tasks the first time correctly.
- Ability to recognize potentially dangerous situations and operate safely in those conditions.
- Certified, licensed, or competency in the use of cleaning chemicals.
- Willingness to take direction and be flexible in duties as need arises.
- Valid Driver's License.
- CPR certified.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, or crouch. The employee is occasionally required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate but can be quite loud.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.