



## Finchley Reform Synagogue

### Volunteer Receptionists

#### Job Description

<b>Responsible to:</b>	Executive Director
<b>Working with:</b>	FRS community members and staff
<b>Liaison with:</b>	Delivery personnel, visitors
<b>Hours:</b>	3-hourly sessions; 10 sessions available
<b>Job Purpose:</b>	To be the warm and welcoming first point of contact at FRS

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#### Responsibilities

##### 1. General

- Maintain confidentiality at all times
- Ensure clear handover notes are made to manage the work between the receptionist team

##### 2. Answer phone and greet visitors

- Be the first to answer the telephone, redirecting calls as necessary
- Greet visitors and members and help in what ever way is needed
- Make refreshments for meetings, as needed

##### 3. Answer the door / gate

- Receive deliveries, directing them to where they need to be

##### 4. Life cycle events

- Assist community members in life cycle events – directing them with kiddush/flower deliveries, shiva chairs and book collections

##### 5. Keeping the foyer notices up to date

- On a weekly basis, check the foyer notices are all up to date, requesting replacements as needed
- Maintain the overall neatness of the foyer

##### 6. Make rota phone calls

- Call members on rotas one week in advance of their duties to remind them and arrange swaps if necessary

##### 7. Weekly helpful tasks

- Collect weekly supplies of challot for all services
- Assist with washing synagogue tablecloths and tea towels, as needed

##### 8. Other general duties

- Undertake training as necessary
- Carry out other tasks as reasonably requested by the professional team