

Greeter/Protective Services Assistant

Summary

The Greeter/Protective Services Assistant position regularly represents Fairhill Center at the primary entrance to the main building in order to help to ensure the protection, safety, and operational efficiency of the Fairhill Center and it's employees, visitors, clients, patients, volunteers and tenants, to the best of his/her ability.

Responsibilities

- Greets visitors to the Fairhill campus at the main entrance; provides general information, directions to visitors as needed;
- Lends support to Protective Services by monitoring visitor traffic and reporting unusual activity;
- Provides light clerical assistance as necessary;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

Qualifications

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience customer service or protective services;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrates strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Demonstrates ability to work willingly in a team by assisting co-workers as needed.