Substitute Receptionist
Garces Memorial High School
Bakersfield, CA

Job Title: Substitute Receptionist

Supervisor: Principal and Dean of Students

Employment Type: Temporary substitute, as needed

Schedule: Assigned school office hours; coverage may vary by assignment

Pay: $17/hour

Position Purpose:

The Substitute Receptionist provides front-office coverage during the absence of the regular receptionist or when additional support is needed. This position welcomes students, families, staff, and visitors; manages incoming calls; supports campus access procedures; and provides clerical and attendance assistance as assigned. The Substitute Receptionist helps maintain a welcoming, organized, and secure office while supporting the Catholic mission and values of Garces Memorial High School.

Duties and Responsibilities

Reception and Campus Access

- Greet visitors courteously, determine the purpose of their visit, notify appropriate staff, and direct visitors according to school procedures.
- Monitor visitor sign-in and sign-out procedures and issue visitor identification as directed.
- Answer a multi-line telephone system, provide general school information, transfer calls, and record accurate messages.
- Monitor assigned campus gates and communicate visitor arrivals, deliveries, and traffic concerns with security by radio.
- Coordinate vendor and service technician arrivals with the appropriate school contact and approved destination.
- Receive, sort, and distribute mail, packages, and deliveries.
- Refer difficult situations, safety concerns, and matters requiring administrative decisions promptly to the appropriate administrator.

Attendance and Student Support

- Assist with recording student absences, tardies, and early departures in the school attendance system as assigned.
- Receive and document attendance calls and emails from parents or guardians and relay information to the appropriate staff member.
- Apply attendance codes only as authorized and in accordance with school procedures; refer questions or discrepancies to the Dean of Students.
- Follow school procedures for student sign-in, sign-out, and release to authorized individuals.

- Provide attendance counts or reports when requested and communicate significant attendance concerns to the Dean or Assistant Dean of Students.
- Notify the Dean or designated staff member when a student needs medical assistance and follow established procedures.

Clerical Support and Continuity

- Perform copying, scanning, filing, data entry, scheduling assistance, and other routine office tasks.
- Follow substitute coverage instructions and maintain clear notes about pending tasks, messages, and issues requiring follow-up.
- Maintain confidentiality of student, family, personnel, and school information.
- Assist with special projects and perform other related duties assigned by the Principal or Dean of Students.

Minimum Qualifications

- High school diploma or equivalent.
- Professional telephone etiquette, strong interpersonal skills, and clear verbal and written communication.
- Ability to manage multiple tasks, frequent interruptions, and changing priorities while maintaining accuracy and composure.
- Ability to follow school procedures, exercise sound judgment, work collaboratively, and seek administrative support when needed.
- Basic proficiency with email, word processing, data entry, and standard office equipment; willingness to learn school software.
- Ability to maintain confidentiality and interact respectfully with students, families, staff, and the public.
- Availability to accept substitute assignments and report reliably for scheduled coverage.

Preferred Qualifications

Previous receptionist, clerical, or school office experience; familiarity with Microsoft Word, Excel, Google Workspace, and student information systems such as FACTS; and experience with attendance records, multi-line phones, and two-way radios.

How to Apply:

Please send your resume and a short cover letter to David Huish at dhuish@garces.org