



Job Announcement The Hillsdale

Position Title: Front Desk Clerk

Posting Date: July 21, 2010

Property Name & City: The Hillsdale, San Francisco

Position Type: On-Call, only serious applicants need apply

Compensation: DOE

SUMMARY OF THE POSITION:

Currently seeking on-call front desk clerk at The Hillsdale, a Care Not Cash/Housing First and SRO property in the San Francisco Tenderloin. The Front Desk Clerk monitors traffic in and out of the building, communicates with tenants, visitors, staff, and vendors.

DUTIES & RESPONSIBILITIES:

- Answer telephones, direct calls and take messages.
- Log communications, building activity including violations of the House Rules & Visitor Policy or any other pertinent building/policy requirements.
- Complete incident reports when emergency services are involved and contacting Supervisor as needed.
- Respond to emergencies by calling the appropriate emergency service, (i.e., police, ambulance, fire department) and act as a resource in emergency situations.
- Promote compliance of building policies including the denial of entry to visitors who are determined by management to have violated the rules.
- Responsible for building operations and management of emergencies during non-office hours based upon the individual property Supervisor.
- Be courteously and professionally with residents and their guests while maintaining personal boundaries.
- Assist in office responsibilities such as completing work orders, comment cards, visitor violation forms and other duties that may be assigned by management.
- Perform all other related duties such as attending staff and training meetings.
- Fill in as requested when other desk clerks are absent.

QUALIFICATIONS:

- Strong work ethic and be able to perform each primary job function satisfactorily.
- Experience working with people of various cultural backgrounds, especially those with mental health issues or special needs is a plus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send Resumes To: Hillsdale@jsc.net- **NO PHONE CALLS PLEASE**



An Equal Opportunity Employer

The John Stewart Company ("JSCo") provides equal employment opportunities without regard to age, ancestry, color, creed, mental or physical disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws.