

Front Desk Checklist

Remember your #1 priority is to share the love of Jesus

Morning Checklist:

Check Voice Mail (look on orange paper on wall)
Turn on Copier and Computers
Unlock Client Files (keys in middle workstation drawer)

Begin Work (Priority order is, clients, donor and office)

Use the time for training if you don't have any projects
Answer the phone
Greet Clients/Visitors
Check in Clients
When the mail comes, open it, copy checks and file in ekyros folder and give it to the Executive Director

End of Day Checklist:

Turn off copier
Turn off all computers
Turn off all lights
Lock client files
Make sure coffee pot is off
Make sure dishes are washed
Make sure trash is emptied
Turn off DVD Players
Blow out candles
Vacuum and tidy the lobby
Reset Thermostat if necessary
Shut blinds
Make sure someone has the keys.
Double lock all doors.

Phone: (Please read the phone section for complete directions)

To contact Rose, Shari or Jeanette without leaving the desk, Press ITCM key on phone key pad, & then press the appropriate number for the person you are trying to contact: #13 Rose, #11 Shari, #12 Front Desk, Jeanette #14 and Counseling Room #1