

## STUDENT WORKER POSITION

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### PRIMARY DUTIES

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Student workers primarily answer the phone and front door.

Student workers must master the Avaya phone system used in the rectory to answer multiple lines, forward calls, page Fr. Ron and the staff through the intercom system, answer the door through the intercom and unlock the door to allow guests to enter.

Student workers sell spiritual cards to parishioners. They must neatly record the name of the intention and collect the appropriate amount of money for the spiritual. They will also be asked to stamp, fold and restock the spirituals.

Student workers must be aware of parish events when answering the phone. Phone inquiries will come in regarding Mass times, Adoration and Chapel hours and parish events. Calls that cannot be answered by the student must be forwarded on to the appropriate rectory staff member or their respective voice mail.

Student workers may be asked to perform additional duties such as stuffing bulletins with flyers, folding and stuffing mailers and miscellaneous filing. Students who are trained may assist in data entry into ParishSoft.

### DRESS CODE

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Students are asked to dress appropriately for an office atmosphere. While jeans, capris and T-Shirts are allowed, the following items are not appropriate: mini-shirts, shorts that do not fall to fingertip length, torn jeans, spaghetti straps, exposed bra straps, exposed cleavage, exposed midriff and T-Shirts with inappropriate sayings. Legging or tights must be covered with a top that falls to fingertip length. If a student arrives with clothing deemed inappropriate, they will be asked to leave and forfeit their shift. Multiple infractions will result in dismissal.