

# Archdiocese of Galveston-Houston Job Posting

## **PART TIME WEEKEND RECEPTIONIST**

Morkovsky Hall at St. Dominic Center

### **Summary:**

Provides hospitable, helpful and safety-conscious presence for persons utilizing Morkovsky Hall during specified hours on the weekend.

### **ESSENTIAL DUTIES AND RESONSIBILIITES**

Open and close the building for groups using meeting rooms.

Provide a hospitable, helpful, safety-conscious presence

Maintain a log of group leaders holding meetings.

Complete a daily report in English.

### **REQUIREMENTS**

- At least 18 years old
- High school diploma or equivalent.
- Bilingual: Fluent and literate in English and fluent in Spanish
- Hospitable attitude
- Good communication skills
- Mature demeanor

### **RESUME**

Suitable candidates should send a cover letter, resume and minimum salary requirements to Human Resources at [Resume@archgh.org](mailto:Resume@archgh.org) reference "Weekend Receptionist" in subject line.

*\*Submissions that do not include minimum salary requirement may not be given further consideration.*