MACK LANDER, LLC

JOB DESCRIPTION – Administrative Support Specialist II

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Reports to: Office Manager

EDUCATION, EMPLOYMENT REQUIREMENTS AND EXPERIENCE:

1. High school or general education diploma (GED) required;
2. At least eighteen (18) years of age;
3. Able to pass National background check as required by DBHDD at the expense of the employee;
4. Able to provide proof of negative PPD or chest x-ray at the expense of the employee;
5. Attend Mind-Set Training at the expense of employee;
6. Minimal two (2) years office experience;
7. Able to grasp concepts in a busy, fast paced environment;
8. Proficient in MS Office;
9. Able to operate general office equipment;
10. Able to read, write, follow directions and complete written reports and compose general correspondence;
11. Able to complete assignments in allotted time frame;
12. Require minimal supervision.

JOB SUMMARY ESSENTIAL FUNCTIONS:

1. Work at least 35.0 hours per week. **(There are no paid lunch hours; 30 minutes are given for lunch.)**
2. Work as a team member to ensure the day to day operations of the agency flow smoothly.
3. Perform duties under supervision of the Office Manager.
4. Answer telephone and route calls appropriately.
5. Greet incoming Individuals and visitors.
6. Make sure Attendance Rosters are completed daily, i.e. they are signed in and out daily.
7. Make sure any Staff bringing in Individuals for lunch sign them in and out daily.
8. Make sure visitors sign in and out upon entering and exiting the building.
9. Post weekly menus. **(Office Mgr. will forward)**
10. Print and attach daily menus to clipboard **(Office Mgr. will forward)**
11. Print and attach weekly point-of-service count sheet to clipboard **(Office Mgr. will forward)**
12. Set-up and prepare breakfast daily. **(Office Mgr. will email the count each morning)**
13. Record incoming temperature of lunch products from vendor.
14. Set-up and distribute Lunch and Snack daily.
15. Put away incoming groceries and direct deliveries.
16. Record Refrigerator and Freezer temperature daily. **(Weekly on Monday)**
17. Inform Office Manager of Inventory needs for the food program.
18. Prepare any notices DCS may need as reminders of outings for their respective groups.
19. Inform Office Manager of any office supplies needed.

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Reports to: Office Manager

ADDITIONAL RESPONSIBILITIES:

With appropriate training and verification may include:

1. Assisting in transferring Individuals;
2. Servicing Individuals as deemed necessary and/or required;
3. Other duties as assigned.

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

1. Requires full range of body motion, walking, interment sitting, standing, stooping, bending, stretching and climb stairs.
2. Requires one to be able to lifting up to 50 pounds.

NAME

(PRINT)

SIGNATURE & DATE ADMINISTRATOR/CEO