



Cristo Rey Baton Rouge Franciscan High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate prepared for college and life.

Cristo Rey Baton Rouge Franciscan High School is part of the Cristo Rey Network, one of 37 schools nationwide utilizing a unique Corporate Work Study Program (CSWP) and rigorous college and career-preparatory curriculum. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program.

Cristo Rey seeks a full-time front desk receptionist to begin immediately. This is an hourly, twelve-month position. Hours are 7:00 a.m. to 4:00 p.m. Monday-Friday. Additional hours may be available to help fill duties beyond 4:00 p.m. on an as needed basis. Hourly rate is based on experience.

Minimum Requirements

- High school diploma
- Previous experience working with students
- Must be able to pass a criminal history/background check
- Fluent in English and Spanish required

Responsibilities include but are not limited to:

- Show proven understanding of Cristo Rey Baton Rouge mission and bylaws and abide by them.
- Maintain professional front desk area while students are present including but not limited to prohibiting students behind the front desk, not allowing use nor answering of phones nor operating any front desk duties otherwise handled by an approved adult.
- Ensure all incoming guests, faculty and staff are greeted and tended to warmly and efficiently
- Professionally field and direct incoming phone calls to the appropriate staff member with an introduction of who is calling to the in-house personnel followed by an acknowledgement to the person calling of the pending transfer.
- Maintains security by following written procedures, maintaining school logbook and issuing visitor badges.
- Assist in establishing school culture by holding students accountable for established standards.
- File, copy and fax sensitive information in a timely manner to ensure an efficient school hub.
- Oversee daily attendance tracking and reporting to all faculty and staff.
- Support Admissions team with various office tasks including mailings, prepping materials and following up with potential new students and parents.
- Arrive punctually to work to ensure smooth transitions into each school day.
- Manage incoming and outgoing mail and distribute received materials by following established procedures.
- Reporting "suspicious activity" that may negatively impact school operations to the Office Manager ASAP.
- Various data entry/communications assignments as needed.
- Effectively perform all other duties as assigned by Office Manager.



- Readily support the organization by assisting in other departments as approved by manager.
- Honor any and all confidential information made privy to from upper management.

Interested candidates should send their resume to Amy Rispone, Office Manager via email (arispone@crstoreybr.org).