



**Ronald McDonald
House Charities®**
Central Indiana

Title	Greeter
Department(s)	Operations
Reports to	House Operations Associate or Guest Services Manager

Purpose of Position:

- To meet and greet anyone entering the front entrance of our Limestone location.
- Monitor the front entrance by greeting all visitors, houseguests and others entering the House.
- Help ensure that only personnel, volunteers, houseguest and visitors are allowed entry.
- Ensure all who enter the front door are properly greeted and are directed per procedure.

Responsibilities:

- Greet guests, visitors and anyone who enters through the front entrance.
- Direct visitors and call guests or staff to come meet visitors in the lobby.
- Call security for rides to the hospital.
- Hand out parking passes.
- Sign in visitors, service providers in and out times, monitor the front door for deliveries.
- Notify staff of appointment arrivals.

Commitment:

- An on-going commitment of a 3-hour shift every other week.
- Three month commitment.

Qualifications:

- Must be at least 18 years of age.
- Personable, patient, flexible and a good communicator.
- Able to deal with the public in a helpful and supportive manner.
- Resourceful and able to work independently while also able to accept direction.
- Able to represent the House in a professional manner.
- Demonstrate respect for confidentiality.

Training:

- Attend volunteer orientation.
- Compete Guest Services training.

Location:

Limestone

Updated 6/14/17