JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Front Desk COVID-19 Screener</th>
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<tbody>
<tr>
<td>PROGRAM:</td>
<td>Administration</td>
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<tr>
<td>FLSA STATUS:</td>
<td>Non-Exempt</td>
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<tr>
<td>LOCATION:</td>
<td>Daybreak Star Indian Cultural Center</td>
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<tr>
<td>WORK SCHEDULE:</td>
<td>Full Time Wednesday - Sunday</td>
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<td>REPORTS TO:</td>
<td>Administration Director</td>
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<td>PAY RANGE:</td>
<td>$17</td>
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Job Summary: COVID-19 screener and temperature taker, visitor information receptionist.

Job Duties:
- Performs temperature checks and screening questionnaire on all employees, and visitors upon entry to the Center.
- Keeps track of the number of people in the facility. Maintains visitor and staff safety at all times; reports any safety hazards observed.
- Help sanitize doors knobs and high traffic areas
- Supports and maintains a culture of safety and quality.
- Greets all employees, and visitors warmly and professionally.
- Clerical duties as assigned.
- Maybe requested to work additional hours as needed.
- Remind visitors of UIATF COVID-19 regulations

REQUIRED EXPERIENCE:
- Minimum of a High School Diploma or GED equivalent.
- Two years of supervised experience working with children.

While performing the duties of this job, the employee is required to walk, sit and stand for prolonged periods of time in an office environment. The employee must occasionally lift and/or move up to 25 pounds.

JOB POSTING DATE: 11/06/2020
CLOSING DATE: until filled

SUBMIT APPLICATION TO: jobs@unitedindians.org
or send to United Indians of All Tribes Foundation
Daybreak Star Indian Cultural Center
PO Box 99100; Seattle, WA 98139
Fax: (206) 282-3640