



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Front Desk COVID-19 Screener		
PROGRAM:	Administration	FLSA STATUS:	Non-Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Part Time, Mon & Tues
REPORTS TO:	Administration Director	PAY RANGE:	DOE

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.
- Supports and maintains a culture of safety and quality.
- Greets all employees, and visitors warmly and professionally.
- Clerical duties as assigned.

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: 4/6/21	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
CLOSING DATE: until filled	