

CHEYENNE RIVER SIOUX TRIBE  
CENTER FOR ELDERS  
RECEPTIONIST

**GENERAL JOB DESCRIPTION:**

General Statement of Duties:

The primary responsibilities of the Center for Elders (Center) Receptionist will require cross training in two roles (receptionist and driver). Position's primary requirement will be the daily interaction with elders as it relates to meal orders and greetings. Position will be responsible for logging in all communications, including in-person visits, phone calls and emails. Will be responsible for tracking all orders and visitors as it relates to meals provided. This includes collecting data on home delivery and takeout. Position is responsible for establishing the list of eligible elders who require home delivery, request takeout and who eat on site.

Supervision Received: Works under the immediate supervision of the Center Manager and if delegated the Center Assistant Manager.

Supervision Exercised: None.

**EXAMPLE OF DUTIES:**

Coordinates daily data from communications to kitchen staff and delivery staff. Tracks daily logs and compiles data on a weekly and monthly basis for the Manager. Position will assist with all other related paperwork as delegated by the Manager.

**RESPONSIBILITIES:**

Greets elders when they arrive and leave the center. Maintains accurate daily log of meal deliveries and contributions collected. Assists in scheduling meal deliveries to minimize time and distance between deliveries. Adhere to temperature and health screening processes upon arrival at the work site. Routinely wear face masks, face coverings, or disposable masks and utilize provided personal protective equipment as instructed. Wash hands frequently, including at arrival and departure from the work site and use hand sanitizing stations throughout the work periods. Based upon work schedule, will assist with cleaning of the facility as directed.

**QUALIFICATIONS**

Working knowledge of data management (records and tracking), phone system, and technology. Must accurately track all individuals visiting the center for meals.

Able to read and write clearly and perform basic math. Able to demonstrate sound and mature judgment. Ability to accept supervision and work independently. Food Handlers Certification or begin process of acquiring one.

Must possess a valid South Dakota Driver's License and knowledge of reservation roads. A clean driving record and ability to be covered for insurance purposes. Demonstrated sensitivity to the needs of an aging population.

Other Related: Must have CPR and First Aid certification or willingness to obtain them within 90 days of hire. Ability to lift, pull and move objects weighing up to 20 pounds, as well as bend, lift, reach, stoop, pull, push, twist, and kneel without restriction. Must successfully pass a pre-employment drug and alcohol screening test. Must adhere to all Tribal policies, including confidentiality of information and alcohol/drug-free workplace.

Special Requirements: This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol-Free Workplace Policy; must pass pre-employment drug screening and will be subject to random drug screenings/PBTs (will be required to sign and submit a form understanding and receiving policy). Physical exertion, such as lifting, standing, bending, or reaching, is required. Must have a valid SD Drivers License.

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