



The Jewish Community Center has an opening for a full time **Administrative Assistant** to join our Kitchen J team. Kitchen J provides daily meals for our Early Childhood and Adult Day Center programs, an evening meal for Covenant House residents, home delivered meals for area residents, and catering services. The work schedule for this position is Monday-Friday, 7:30am to 3:45pm.

Full time staff at the J are eligible for medical and dental insurance, life and long-term disability insurance, additional voluntary insurance options, pension funded by the J and 403b for your retirement savings, paid vacation, holidays and sick time, membership and program discounts.

**Summary:**

Position provides administrative support to the Kitchen J Department.

**Responsibilities:**

- Provide exemplary customer service to both internal and external customers. Answer customer inquiries about Kitchen J programs and services, typically via email and telephone.
- Answer incoming calls and voicemails to the department promptly: log all calls and voicemails, delegate calls to appropriate team members, escalate calls as necessary, etc. Answer as many calls as possible to minimize those that go to voicemail.
- Following Accounting Department procedures, invoice customers for Kitchen J services. Prepare interdepartmental line transfer/charges at month end and submit to Accounting. Process incoming payments and reimbursements, and along with deposit form, submit to Accounting.
- Review department P and L statement to ensure all credits submitted for Kitchen J charges are on the statement.
- Process purchase orders to pay vendors in a timely fashion to prevent any late charges to the J.
- Pick up petty cash on a daily basis from Accounting for use that day.
- Prepare final copies of menus, working with Kitchen J Supervisor, on appropriate forms for submittal. Submit menus to MEAAA for review and approval quarterly. Send menus to designated recipients (MEAAA, ADC, ECC, Covenant House, Kitchen J staff, Marketing Department for J website, Jewish Light, Jewish in St Louis website, etc.) according to identified schedule which may be weekly, monthly or quarterly.
- Keep files, statistics, and records for the department utilizing Excel, including but not limited to: Early Childhood Center, Adult Day Center, Covenant Place, Home Delivered Meals, Plus Lunch, J Café, and Catering. Prepare and send reports as needed.
- Become proficient with NAPIS software program and serve as back up staff person for MEAAA data entry into NAPIS.
- Manage reservations for Kitchen J programs such as Covenant Place Meal Site, special events, etc. Keep accurate counts of attendance and meal selections; promptly communication information to appropriate Kitchen J team members for planning purposes.
- Manage office supply inventory and coordinate orders with Accounting.
- Coordinate with Marketing for all print orders.

- Prepare and submit room reservation requests for Kitchen J and Senior Adult Programs to Buildings and Grounds. Ensure set up instructions are accurate and detailed on submission.
- Compile and prepare departmental payroll, following agency guidelines, twice per month for supervisor's approval. Working with Payroll Coordinator, track Kitchen J employees' sick, vacation, and holiday hours.
- Monitor delivery door for Kitchen J deliveries, outside caterers and staff via desktop monitor and intercom; instruct usage of front door or unlock delivery door as appropriate.
- Pick up and distribute department mail.
- Prepare reports, memos, needed materials, and agendas and follow up/assist on current and future projects and special programs. Using available software, develop reports to facilitate current and future work.
- Other duties as assigned by supervisor.

**Qualifications:**

- High School Diploma/GED required; College Degree is preferred
- Prior customer service experience in a fast paced environment
- Prior accounts receivable or accounts payable experience is desired.
- Must be able to multi task, manage changing priorities, and be very organized.
- Demonstrated capability using Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)
- Demonstrated ability to learn new software applications as necessary for position.
- Able to use common office equipment (multi line phone, fax, copier/printer/scanner, etc.)
- Strong written and oral communication skills
- Ability to read and understand written materials and instructions
- Able to bend and lift objects weighing up to 20 pounds, work seated at a desk, move throughout the buildings.

To learn more about the J and all the many great programs and services we provide, please see our website: [www.jcctl.org](http://www.jcctl.org).

To apply for this position, please submit your resume, cover letter and completed J application to [careers@jcctl.org](mailto:careers@jcctl.org). Please indicate the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.