Title: Receptionist and Office Facilities Coordinator- Part Time (Tues/Thurs)
Reports To: Executive Assistant
Classification: Non-Exempt
Date created or modified: 11/14/2017, Version 1

About Us:
Munchery is a whole new way to eat. Founded in 2011, Munchery cooks and delivers chef prepared meals and cooking kits throughout the Bay Area, Southern California, Seattle, New York, and Washington DC. Our website, apps, and behind-the-scenes tech make it all possible, but we know it’s the food that comes first for our customers. Our mission is to make real food the easy, accessible choice for people who want delicious and healthy meals. We’re using innovative technology to bridge the gap from the farm to your front door to your fork, and we’re looking for bright minds who are hungry for a bite of the action.

What You’ll Do

- Be the hospitality lead for our office
- Maintain a clean and organized reception area
- Grant guest access to the building; greet guests, sign them in, offer beverages, etc.
- Make sure Munchery employee knows guest(s) have arrived
- Answer phones and take messages as needed
- Restock kitchen and re-order food, snacks, paper items, cleaners, etc.
- Restock paper for copiers, office supplies and other supplies around the office
- Keep the office, kitchen, storeroom and closets clean
- Receive, sort, deliver and handle all daily mail, packages and deliveries (ingoing and outgoing)
- Manage incoming and outgoing Fedex, UPS, etc.
- Update calendars, schedule meetings and assist team members with planning larger scale internal and external events.
- Maintain office security by controlling access via the reception desk (monitor logbook, issue visitor badges)
- Cover vacation shifts for primary part time receptionist

What You’ll Bring

- Strong hospitality and customer service focus
- Friendly, personable, cheerful, and professional
- Extremely motivated and performance-driven with the ability to grow into a role and make it their own
• Experience in a fast-paced office environment preferred
• Computer savvy. Must be comfortable with online ordering, Google Docs, spreadsheets, calendar maintenance, researching online, instant messaging and simple troubleshooting
• Strong written and verbal communication skills
• Resourceful, proactive and self starter mentality
• Ability to multitask and prioritize efficiently
• Proven work experience in a similar role
• High school degree and some college preferred