

Concierge/Receptionist – Part Time

The Hickman is a personal care home providing assistance to seniors in Chester County in accordance with Quaker traditions and values. Our front desk is the central hub of our home- a place for visitors to be welcomed and residents and families to come for assistance and companionship. We are looking for someone who is kind and patient and truly enjoys people.

This position is every other weekend 1:00pm – 9:00pm

Pay is \$15.00 hour

Key duties include:

- Welcome and guide visitors to the community
- Greet families and help bridge communication
- Listen to resident stories, provide companionship and support
- Answers phones and assist callers
- Completes security rounds as needed
- Other tasks can include various paperwork duties

Candidates must have customer service experience and some experience with older adults.

Holiday rotation is included. The Hickman is an equal opportunity employer.