



# Example of Greeter Job Description

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Our company is growing rapidly and is looking to fill the role of greeter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for greeter

- At the direction of the Store Manager, checks security camera and alarms daily for proper functioning, conducts daily audits, and monitors Fire and ADA safety requirements
- Identify and communicate with management potential internal and external theft issues
- Performs price/SKU look-ups Housekeeping duties to include sweeping, vacuuming, dusting, picking up trash, emptying trash, and spot mopping
- Conducts price changes
- Imaging Greeter Support keep various modalities alert of patient arrivals and arrive patients in Imagecast and Epic
- Directs emergency response personnel to area of incident
- Ensures physical security of customer entry and exit access points
- Resolves safety concerns and escalates to appropriate leadership personnel for resolution
- Prevents/deters theft and fraud through physical presence and customer engagement
- May be required to testify in court if necessary

## Qualifications for greeter

- Basic experience of windows software and medical terminology preferred
- Must be willing to accept Full time work (up to 40 hours)
- Apart from religious observation, must be able to work a full time schedule

- Account for all appointments on appointment sheet by name
- Generates and completes all applicable forms and necessary communications in accordance with daily responsibilities