



SPLC Front Desk Volunteer Duties

Reception

VOICEMAIL - Check messages on mobile and take notes of name, inquiry and contacts.

ENQUIRIES - Receive telephone or in-person enquiries about class content, start dates etc. (can look up details on [our website](#) or [printed program](#))

ENROLMENTS - Enrol students into classes over the phone or in-person (training will be provided on our enrolment system: [ClassManager](#))

ATTENDANCE - Tick students' attendance sheet as they enter the centre, then update class attendance on the Class Manager system

DIRECTIONS - Give directions to people who are lost (looking for the library, South Perth Council etc.). Centre toilet is only open to members and students, otherwise direct to public toilets at the [John McGrath Hall](#).

Class Setup

TABLES - Different classes will have different table setup requirements, tables need to be folded and moved.

TV - Some classes will use the TV, new teachers may not know where the remote is etc.

LAPTOP - Teachers will want to connect their laptop to the TV and may not know how.

BINS - Empty class bins.

Centre Maintenance

Spot vacuuming

Empty/fill the Dishwasher

Tea/Coffee/Milk Biscuits - Refill supplies as necessary

Weekly Wheelie Bin - Bins to be left out Tuesday afternoons

Empty kitchen bins