

STL JA Wellness Center Receptionist

Every employee may come to STL JA Wellness Center for a wellness check for his or her child. You will assist these clients.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business to help with set-up until the Opening Town Meeting. Your business needs everyone's help before it opens.
2. Attend the meeting with the adult volunteer for STL JA Wellness Center employees.

DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

When citizens visit the Wellness Center, please ask the following: Are you here for?

- ❖ A child wellness check-up
- ❖ A moderate workout activity with the Fitness Specialist
- ❖ An in-service training on healthy eating with the Youth Nutritionist

1. When visiting for a **child wellness check-up** please place a check mark on the STL JA Wellness Center registration sheet next to the job title.

- a. Collect a 25¢ for the portion that the employee must pay for health care. Make change if needed. If you need quarters in the morning, ask JA BizTown staff for some. Later you should take the dollar bills to the customer service manager at the bank for change.
- b. STL JA Wellness Center does not accept checks or debit.
- c. Give a pencil and clipboard with a Health Assessment and a Health Assessment Survey form to the customer.
- d. Tell the client to write their last name, date and fill out the survey.
- e. Explain that someone will bring their child out of daycare, and a Pediatric Nurse Practitioner will take them to an examination room.
- f. Ask them to be seated in the waiting area.

2. When visiting a **Fitness Specialist** please

- a. Inform the Fitness Specialist they have a client.
- b. If available, escort the client to the fitness area or have them take a seat in the waiting area.

3. When visiting the **Youth Nutritionist** please

- a. Inform the Nutritionist that they have a client waiting for a consultation.
- b. If available, escort the client to the consultation area in the back of your business.

OTHER TASKS TO BE COMPLETED DURING THE DAY

1. Assist the Nurse Practitioner with checking the payments in the mail and going to pick the payments up at the businesses that haven't paid.
2. Count the change throughout the day and give to your CFO to deposit or wait until the end of the day and count the checkmarks on the Registration Sheet and multiply by $.25¢$. Tell the total to the CFO and hand him/her the change for deposit.
3. Assist in the clean-up of your business at the end of the day. Recycle all used paper into blue recycle bins.
4. Fold and replace blankets in cabinet. Place folded scrub tops on back of chair. Any scrubs left in cabinet should be neatly folded.

Congratulations on a job well done!