

# Part-time Front Desk/Janitorial



Amundson Physical Therapy  
Red Bluff

**Wage:** \$12.00 per hour

**Days/Hours:** Mondays, & Wednesdays/1:00pm – 6:00pm

\*Must be able to fill in on other days at times, including Saturdays

Amundson's Physical Therapy offers physical therapy services as well as a health club facility. They are seeking a Part-time Front Desk person to join their team.

## **Position Requires:**

- Must be able to provide excellent customer service and maintain a professional appearance.
- Able to answer the phone professionally
- Must have reliable transportation.
- Must be punctual and maintain excellent punctuality and attendance.
- Must be able to handle several responsibilities at one time.

## **Job Duties:**

- Answer the phones
- Schedule patients
- Prepare patient charts
- Clean and re-stock patient rooms after patients have left for the day
- Clean office, bathrooms and gym
- Responsible for closing the business for the night

## **To Apply:**

Complete a standard application and a Job Application Questionnaire and submit to a JTC staff person.