



- I. Purpose To provide for primary and secondary office assistant backup to the Receptionist.
- II. Scope These guidelines apply to all primary and secondary assignments of office assistants to backing the Receptionist.
- III. Responsibility
- A. The receptionist duties will be backed up primarily by the OA's to the Purchasing Manager. This person will cover the receptionist's breaks, lunches, and appointments on a regular daily basis.
- B. Secondary backup will be provided by the other office assistants as follows:
- When either receptionists are out the Purchasing Manager's assistant will assign on a rotating basis an office assistant to cover breaks, lunch and appointments for whichever of those two are present.
 - When both the receptionists are out, the Purchasing Manager's assistant will assign all office assistants on duty to a scheduled portion of that days activities.
- C. Rotation Log located in H:\PR\PURCHMAN\Rotation.Log.doc