Job Title: Material and Mail Handler  
Compensation Rate/Grade: Grade 3  
Department: Facilities Services  
Updated: December 2011

Essential Functions:
- Read and interpret instructions, to keep accurate records and to write legibly.
- Learn and follow the policies, regulations, and procedures of the U S Postal Service.
- Deal appropriately with confidential information.
- Accurately perform basic mathematical computations (add, subtract, multiply, etc.).
- Some familiarity or ability to learn basic computer skills.
- Act as courier to Grand Rapids, Muskegon, Holland campuses and other designated locations.
- Sort and deliver mail (both inbound US mail and campus mail).
- Pick up mail and packages from designated locations.
- Receive and deliver packages.
- Process outgoing mail, packages and bulk mail.
- Perform record keeping duties as required by the department.
- Process charge backs to the departments.
- Pick up and deliver mail to US Post office.
- Ability to perform manual labor, including bending, stooping and reaching.
- Must be able to lift up to 50 pounds.
- Perform work duties/responsibilities for extended periods of time, which require extensive standing and walking even during periods of inclement weather.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Other duties as assigned.

Non-Essential Functions:
- Assist with directions/training of student staff.
- Attend safety meetings and other related meetings.
- Maintain inventory or consumable mailroom materials and supplies (Priority mail envelopes, ink cartridge, etc.)
- Keep equipment and work area neat and clean.

Required Qualifications:
- Satisfactory work performance and attendance record.
- Valid driver’s license with satisfactory driving record.
- Demonstrated ability to work with minimum supervision.
- Ability to work well with other staff and the campus community to accomplish the duties of the job and maintain positive relations.
- Familiarity with mail processing and operation of automated mail equipment desired.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.