

Job Title: Material and Mail Handler
Compensation Rate/Grade: Grade 3
Department: Facilities Services
Updated: January 2020

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.).
- 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.
- Maintain inventory or consumable mailroom materials and supplies (Priority mail envelopes, ink cartridge, etc.).
- Keep equipment and work area neat and clean.
- Provide quality customer service to faculty, staff, students and campus visitors. Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Enforce and support policies established by the Facilities Services leadership.
- Attend to Facilities Services related emergencies when necessary.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings. Perform other related duties as required.

Required Qualifications:

- Satisfactory work performance and attendance record.
- Valid driver's license with acceptable driving record.
- Demonstrated ability to work with minimum supervision.
- Some familiarity or ability to learn basic computer skills.
- Ability to work well with other staff and the campus community to accomplish the duties of the job and maintain positive relations.
- Willingness to work off shifts, holidays and overtime as necessary.

Preferred Qualifications:

- Familiarity with mail processing and operation of automated mail equipment desired.

Physical Demands:

- Ability to lift up to 50 lbs.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Climb and use ladders up to 8 ft.
- Ability to work outdoors and/or in unairconditioned buildings, at University events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather. 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.