

EMERALD HEIGHTS
Job Description

Job Title: Mail Handler
Department: Administration
Status: PT hourly; non-exempt
Reports to: Executive Assistant
Grade: 12

Job Overview: The Mail Handler distributes all mail to residents and staff, organizes mail resource materials, and keeps mail room in order.

DUTIES AND RESPONSIBILITIES

Mail Room

- Sort and distribute mail.
- Forward designated mail as needed. Request forwarding mail labels as necessary; keep forwarding materials well organized.
- Maintain orderliness of mail supplies.
- Organize incoming packages for staff and residents for pick-up.
- Distribute resident birthday cards as directed.

Requirements

- High school diploma or GED required.
- Able to read, write and speak English fluently and clearly.
- Office experience preferable.
- Good judgment.
- Courteous and even-tempered with everyone.
- Keep confidentiality.
- Well groomed.
- Regular, predictable, and dependable attendance.

Physical Demands

- Excellent eyesight and ability to read small print.
- Standing for approximately 4 hours per day.
- Routine lifting of mail trays weighing up to 10 lbs or packages weighing up to 20-25 pounds. (Use of mail flat bed carts used for heavier items.)

Working Conditions

- Exposure to bloodborne pathogens: Level III (lowest risk)
- Work area is mail room.
- Subject to multiple interruptions.

Job Description Change

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Emerald Heights. When changes are necessary, a written addendum will be added to this job description.

Statement of Understanding:

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Emerald Heights or myself with or without notice.

Employee Signature

Date

Supervisor

Date