

POSTAL SERVICE MAIL SERVER[Print](#)

Job Code:	Division:	
Branch:	Department:	POST OFFICE HOURLY
Reports To: MEMBERSHIP MANAGER	Pay Grade:	
FLSA Status: Non-Exempt	Employee Type:	PART TIME
Prepared By: Kim Caldwell	Date Prepared:	09/12/2014
Approved By: Kim Caldwell	Date Approved:	08/12/2015

Summary

The Postal Service Mail Server must have the ability to quickly move their hand, or hand together with arm in order to grasp, manipulate, or assemble objects. Finger dexterity is a vital part of their job function. The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. The Postal Service Mail Server must have the ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other.

Essential Duties & Responsibilities

The Postal Service Mail Sorter is responsible to keep records of shipments, pouches, and sacks; and other duties related to mail handling within the postal service.

The Postal Service Mail Sorter must be flexible, have the ability to generate or use different sets of rules for combining or grouping things in different ways.

The Postal Service Mail Sorter must direct items according to established routing schemes.

The Postal Service Mail Sorter job function is to bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and deadlines.

The Postal Service Mail Service must distribute incoming mail into the correct boxes or pigeonholes.

The Postal Service Mail Server checks items to ensure that addresses are legible and correct, that sufficient postage has been paid or the appropriate documentation is attached and those items are in a suitable condition for processing.

The Postal Service Mail Server may open and label mail containers.

Responsible for calling and e-mailing patrons for problem solving in a professional and courteous, timely manner.

Requires outgoing personality, exceptional customer service. Physical requirements include the ability to stand for several hours at a time and ability to lift 10-60+ pounds on a repeated basis

The Postal Service Mail Server will also perform a quick clean of the premises daily to include: wipe down boxes, mop floor, empty trash.

Qualifications

Must complete a Colorado Bureau of Investigation background check in order to obtain employment

Must be able to complete and pass drug test prior to employment

Ability to lift a 60 lb. box and carry 50 yards repeatedly

Must be able to thoroughly understand all aspects of Postal Service position and make decisions accordingly without supervision

Must be able to work flexible schedule usually 3-4 hours per day 3 days per week.

Outstanding "Front of House" presence

Ability to think quickly and to anticipate issues

Attention to detail

Ability to work effectively under pressure

Initiative, self-discipline and motivation

Excellent personal presentation/grooming

Negotiation/conflict resolution

Reliability

Honesty and integrity

Time management and organizational skills

Supervisory Responsibilities

none

Communication

Internal: All levels of the VAC's management and hourly staff, Copper Mountain Resort, Copper Mountain Chamber of Commerce.

External: Guests, group leaders and conference groups, event VIPs, Frisco Chamber of Commerce, Summit County Chamber of Commerce.

Other Duties

This Job Description is an overview of the scope of responsibilities and is not intended to be an inclusive list of job tasks and expectations. With the evolution of the Village at Copper, the responsibilities of this position may change.

Employee's Signature

Date