FACILITIES MANAGEMENT – CENTRAL STORES
Student Shipping & Receiving/Postal Assistant Position Description

Title: Student Shipping & Receiving/Postal Assistant
Department: Facilities Management
Reports to: Inventory Control Supervisor
Appointment: Academic Year / Summer
Remuneration: Hourly Wage: $8.00 per hour (effective 5/15/16)

Position Summary
The Facilities Management Student position for Postal/Stores is an undergraduate student employee working and assisting in the Postal Services and Receiving Area as needed. Must have ability to problem solve, knowledge of campus buildings, and provide excellent customer service. Forklift Certification is offered. Valid driver’s license is required. Hours of operation are Monday-Friday 7:00am – 3:30pm.

Responsibilities
A. Assist with receiving, inspecting, and deliveries of packages throughout campus.
B. Assist with pick-up and deliveries of mail throughout campus & US Post Office.
C. Assist with receiving, sort, prioritize, and route incoming mail.
D. Assist the use of computerized Postal equipment, wrap, weigh, meter, route & process mail.
E. Assist with packing/preparing items and mail by standards as specified by various carriers (e.g. USPS, UPS, Fed Ex, DHL)
F. Assist with recording computerized data activity of accounts of various customers throughout Facilities and campus wide with Postal Stores and Storeroom.
G. Assist with keeping Storeroom clean and organized. (e.g. take out recycling & trash, sweep)

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment.
B. Must to able to lift up to 50 pounds, bend, stoop and work on ones feet for extended periods of time.
C. Must maintain and adhere to attendance policy.
Knowledge, Skills, and Abilities

A. Driver’s license required.
B. Fork-lift certification available.
C. Must be able to work independently at times, but also work with a team.
D. Positive attitude, willingness to except change and ability to multi-task.
E. Recognize safety concerns and adhere to safety procedures.
F. Communicate effectively and provide excellent customer service in multiple areas/buildings on campus.
G. Basic computer knowledge preferred.