



Provincial Job Description

TITLE:
(108) Mail Porter

PAY BAND:
2

FOR FACILITY USE:

SUMMARY OF DUTIES:

Sorts and processes mail. Delivers mail and supplies throughout the facility.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Sorts Mail and Parcels

- ◆ Processes interdepartmental and regional mail/parcels.
- ◆ Processes patient mail.
- ◆ Sorts and files mail for delivery to appropriate areas and departments.
- ◆ Meters mail (weigh, process for delivery).
- ◆ Opens, sorts, forwards and files invoices and statements.

B. Distributes / Delivers Mail and Parcels

- ◆ Delivers regional/department mail and parcels.
- ◆ Delivers and redirects patient mail and parcels.

C. Related Key Work Activities

- ◆ Porters specimens, pharmacy supplies, x-rays, health records and instruments.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.