



KRISTUS DÂRZS

LATVIAN HOME

VOLUNTEER JOB DESCRIPTIONS

Mail Carrier

Before reporting for duty you should:

- Sign in the Volunteer Book located outside the Program & Support Services Office
- Wash your hands
- Pin on volunteer tag (if you forget yours, get a replacement from the Program & Support Services Manager)
- Report for duty to the Program & Support Services Manager or designated person

Specific Duties:

1. Pick up Residents' mail located behind the office manager's door in designated floor bags
2. Distribute and deliver individual Resident's mail

Requirements:

- Daily at approximately 2: 30 pm (after postal delivery at noon and sorted into floor bags by the office manager)

Note: This task is presently done by volunteer residents on each floor.

Qualifications:

- Must be reliable and trustworthy
- Knowledge of floor space and room locations at KD
- Able to work independently