

JOB DESCRIPTION

Job Title: Casual Post Person

Department: Mails

Location: Postal Headquarters, Spring Valley Industrial Estate, Douglas,
Isle of Man, IM2 1AA

Responsible to: Delivery /Processing Manager

Role Purpose

To provide ad hoc delivery, collection and sorting services to the agreed standards

Principle Duties

- Collection of Mail from Post Boxes, Post Offices and Customers Premises
- Preparation of Mail for sorting (Segregation, Weighing and Facing of Mail)
- Sorting (to destinations on and off the Island)
- Preparation of Mail for delivery
- Delivery of Mail
- Using Post Office equipment
- Any other job associated with the distribution of Mail or other Post Office products

Core Responsibilities

- To carry out duties in accordance with laid down procedures
- To ensure that mail and Post Office equipment is kept secure
- Maintaining good relations with, and treat with respect all members of the public and work colleagues
- To ensure Mail is handled and processed without delay
- Carry out reasonable instructions of a manager
- To carry out duties and to use equipment in accordance with Safe Systems of work and to report Health & Safety issues to a responsible manager.

Prepared by: _____

Signed: _____ Date: _____

Agreed by: _____

Signed: _____ Date: _____

You will be expected to attend all relevant training courses that are deemed necessary for the role in which you are employed.

The above statements are intended to describe the general nature and level of work being performed by the employee undertaking this role. They are not an exhaustive list of all responsibilities, duties, and skills required for the role. Employees may be required to carry out other duties and responsibilities not listed according to the needs of Isle of Man Post Office. This will be subject to consultation with the post holder with as much advance notice as possible.