

## Warehouse Mail Carrier

You are responsible for the collection, sorting, and delivery of all mail and packages in *JA BizTown*. Remember to always be friendly and courteous to customers.

### **DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.**

1. Help with the delivery of the business supplies to individual business.
2. Follow the directions of the Stock Manager for the distribution of the supplies. The Stock Manager will return to each business to collect payment for the supplies later.

### **OTHER TASKS TO COMPLETE DURING THE DAY.**

1. **Pick-up mail** from the central mailbox located on the wall in front of your business. Bring all mail back to the Warehouse for sorting.
  - a. When sorting mail, **if the postage and address are correct**, apply the **Cancelled** label over the postage.
  - b. **If postage or address is missing or incomplete**, use the **Return to Sender** label and apply to the front of the envelope.
  - c. Sort the mail by business address into the mail dividers provided.
2. **Deliver all mail** by doing the following.
  - a. Deliver correctly addressed mail to the intended businesses.
  - b. Return all incorrectly addressed mail to the sender, if known.
  - c. If you cannot identify the sender, see a classroom teacher for help.
3. Check the central mailbox throughout the day; repeat steps 1 and 2 to process new mail.
4. At the beginning of the second break rotation, **deliver Junior Achievement checks** to business CFOs.
5. Assist the Non Profit Director in City Hall, as needed, with delivering the Volunteer Certificate of Appreciation.
6. You are responsible for selling stamps. Accept **cash only** (25¢ per stamp) and put the money in the cash box. Remind customers that all mail should be put in the central mailbox.
7. You will assist with the sale and delivery of **Candy Grams**, as needed.
8. Assist with business clean-up at the end of the day. Recycle all used paper into the **blue** recycle bin.

**Congratulations on a job well done!**