

Daily	Thursday	Weekly	Monthly	As needed
2:30 pm - Sort Mail from Post Office	8:30 am - 12:00 pm Travel to UH to pick up payroll checks on Thursdays	8:30 am - 12:00 pm Travel to UH to pick up or drop off special check run for Presidents office	Process Batch sheets twice monthly, 15th and 30th	4:00 pm Mail delivery to outside buildings - FMC, Arbor, Delta, NOA I, NOA II, STEM, RWC and Hunter Hall.
3:30 pm Deliver mail (including interoffice mail) daily in Bayou Building (Records, Admissions, Advancement and President) plus SSCB				Deliver certified mail to Post office when needed 4:30 pm
3:00 pm Process outgoing mail that is going to Post office				Help customers with certified mail by delivering special envelopes and tags needed to ship items
8:00 am Record all incoming packages in Notifii				Transport large pallets or items on forklift when required
8:15 am and 2:00 pm Take out and bring in large trash dumpsters with forklift twice daily				Process mailroom vouchers as needed
				Pay Fed Ex bills
				Maintain Bulk mail account with USPS
				Maintain maintenance and schedule maintenance for forklift with Equipment Depot
				Help Shipping and Receiving with transporting when needed
				8:30 am - 12:00 pm Travel to Pearland to deliver and pick up mail as needed.
				Pick up propane for forklift every month.

Revised Feb 9th, 2024