

Position Title:	Mail & Flowers
Position Type:	Patient Services Personnel
Facility:	Edg
Position Summary:	
Receives, records and appropriately delivers mail, e-cards and flowers to patients, and occasionally to staff	
Qualifications:	
<ul style="list-style-type: none"> • Maintain Confidentiality • Good mobility; able to walk throughout the hospital • Good basic computer skills or willingness to learn • Problem solving skills • Able to work independently or with a partner 	
Duties & Responsibilities:	
<ul style="list-style-type: none"> • Open, print, deliver and dispose of e-cards • Sort, deliver and return undeliverable mail • Properly log and deliver flowers 	
Key Accountabilities:	
<ul style="list-style-type: none"> • Maintains confidentiality • Able to locate patient rooms and all major hospital areas • Able to properly follow instructions for accurately receiving, logging and delivering mail, e-cards and flowers 	
Time Commitment:	
<ul style="list-style-type: none"> • Shift begins at 11am • Shift ends at 3:30 or when all flowers are delivered, possibly until 4pm 	
Uniform:	
<ul style="list-style-type: none"> • Regular volunteer uniform requirements 	