



# Diocese of Fort Worth Position Description

---

**Position:** Mail Room Service Center Operator  
**Date Revised:** February 21, 2019  
**Reports to:** Director of Real Estate & Construction  
**Location:** The Catholic Center  
800 West Loop 820 South  
Fort Worth, Texas 76108-2919  
[www.fwdioc.org/employment](http://www.fwdioc.org/employment)

**The Diocese of Fort Worth, Texas** includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

**General Position Summary:** The part time Mail Room Service Center Operator is responsible for processing mail and supply needs for Catholic Center.

## **Principal Accountabilities:**

- 1) Processes all incoming and outgoing mail.
  - a. Retrieves mail from mail box each morning.
  - b. Delivers packages to department recipients. Retrieves, sorts, delivers and pickup internal/external mail from all departments.
  - c. Processes Catholic Center mail through postage machine each day and deposits outgoing mail in the outside box after it has been processed in the afternoon.
  - d. Delivers mail to Tribunal (Annex Building by Nolan) once a week.
  - e. Picks up mail from post office boxes at the Post Office, Monday, Wednesday and Friday.
  - f. Retrieves Boxes from Central Records Storage (Annex Building) as needed.
- Helps to determine how to ship large packages, overnight, and international items through FedEx, UPS, or USPS. Also maintains accounts with FedEx, UPS, or USPS.
- Maintains all Center and Annex postal equipment and postage accounts and postal supplies. Orders additional postage for the machine as needed. Supports departments in different mailing options (e.g. certified postal service, overnight, FedEx, UPS).
- Orders and picks up supplies for Catholic Center.
- Purchases and stock cafeteria supplies (stock coffee bar and kitchen supplies). Maintains communication with coffee, soda and maintenance vendors for cafeteria.
- Stocks coke machine and submits money to accounting once a month.
- Maintains inventory of copy/printer paper and envelopes and orders as needed, including letterhead and envelopes for Catholic Center, Advancement and Bishop's office.
- Delivers orders of paper, toner and other supplies to departments.
- Performs Setups of meeting rooms. Manages shared calendar to ensure setups are done



# Diocese of Fort Worth Position Description

according to Center’s Service Level Agreement.

- Sets up conference rooms for daily meetings per the room reservation calendar.
- Contacts laundry service for cleaning table cloths after large meetings, and/or as needed, return cleaned table clothes to storage.
- Oversees inventory of a/v equipment and manages checkout to Center employees.
- Assists maintenance person as needed.
- Responsible for all other projects, tasks, etc., as assigned.

### Working Conditions and/or Physical Requirements:

- This position works in a typical office environment, but is subject to stress due to the evolving and quickly expanding business needs, tight deadlines and heavy workloads.
- Ability to lift 50lbs. during work schedule.

### Knowledge and Skills Preferred:

- High School Diploma.
- Personable with a strong customer focus.
- Self-starter with the ability to work with minimal supervision.
- Ability to interpret and comply with Postal Service, UPS, and Federal Express guidelines and procedures.
- Capable of operating service center equipment such as postage meter, scale, accounting meter, folding machine, and copier.
- Aptitude to learn Catholic Center employee’s names, departments, and locations.
- Basic computer knowledge. Microsoft Word, Excel, and Outlook preferred.
- Ability to maintain regular and punctual attendance. (11:00am – 4:00pm Monday – Friday)
- Valid driver’s license with reliable transportation.

**FLSA Designation:** Non-Exempt

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Position Description Approved By	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
--	--

***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***