

Distribution & Delivery Center Package Handler

You are responsible for distributing today's supply containers to businesses when the order is received on the CEO computer. You are also responsible for the collection, sorting and delivery of all the mail and packages to JA BizTown. You will assist the Stock Manager(s) as needed. Remember to always be friendly and courteous to customers.

1. Deliver Business Startup Supplies

As the CEO receives orders for startup supplies, you will deliver the initial supplies to all the businesses in JA BizTown. Ask the Stock Managers to help deliver the startup supplies to have them delivered before the Pledge of Allegiance.

2. Check the Brown Mailbox

After the Pledge of Allegiance, and after all the startup supplies have been delivered, check the brown mailbox just outside of your business door for friendly letters. Check this throughout the day.

- a. Wait for the JA staff person to train you on how to collect, sort and cancel the mail.
- b. The JA Staff person will give you all the friendly letters that were written at school.
- c. Place a **black** JA BizTown stamp on the upper right-hand corner of each envelope/letter. Give the letters back to the JA Staff person when this has been completed.
- d. Begin to check the brown mailbox for mail to be delivered.
- e. When sorting the mail, apply the **Cancelled** stamp (red star stamp) over the JA postage stamp, located in the upper right-hand corner.
- f. Sort the mail by business and place the envelopes in the plastic bin in the delivery cart in the appropriate business divider.
- g. Continue to check the brown box throughout the day.

3. Deliver Mail

- a. Place the mail in the delivery cart and begin to deliver to each business.
- b. Deliver addressed mail to the intended businesses, placing the letters in the individual mailbox located either outside or inside each business.
- c. If you cannot identify the sender, see a classroom teacher for help.
- d. Check the brown box every 20 minutes throughout the day and **repeat** the above steps to process any new mail.

4. Deliver Reorders

Accept all businesses packaged reorder boxes from the Stock Manager.

- a. Weigh each box.
- b. Complete the Shipping and Delivery log.
- c. Deliver the box to the business indicated on the Shipping Document.

5. Deliver Ordered T-Shirts

During the afternoon shopping breaks, continue checking the bin inside the BizTee door for purchased and bagged t-shirts to deliver to their customers.

6. Deliver Plastic Shopping Bags

During the afternoon GREEN shopping break, deliver plastic shopping bags to each business so that each employee may receive one.

7. Check Mailboxes

During the afternoon GREEN shopping break, check mailboxes for other businesses in the town and hand them their mail in case they did not get it earlier in the day.

8. Clean Up

Assist with business clean up at the end of the day.