



**Task Title: Letter Carriers Job Description**

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:**

Read a Canada Post job description and answer questions about letter carriers.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2
- Duse Digital Technology/D.2

**Materials Required:**

- Pen/pencil and or digital device

Task Title: LetterCarriersJobDescription\_E\_A1.2\_D.2

## Learner Information

Letter carriers sort and deliver mail, record delivery of registered mail and collect money for cash-on-delivery parcels. Letter carriers are employed by Canada Post Corporation. Scan the **Canada Post Job Description**.

## Canada Post Job Description

Canada Post is an exciting place to work! And you can be part of it!

We deliver billions of items to Canadians each year – and you can be a big part of making this happen. As a temporary, on-call delivery agent (also known as a letter carrier), you'll be the face of Canada Post in your community and make sure customers and businesses get the mail and parcels they're waiting for.

Does this sound like you? The role of delivery agent would be a great fit if you:

- like meeting people and making their day
- enjoy being outside and active year-round
- want to work for a great national company
- would be proud to serve your fellow Canadians

### Job Responsibilities

#### **What will you do?**

- You'll start your day in the depot, sorting and preparing the day's deliveries
- You'll load and drive a Canada Post postal vehicle
- You'll then spend most of your day outside, delivering mail and packages by foot or by vehicle to customers on your route
- You'll return to the depot to unload the day's incoming mail and packages for later delivery

### Qualifications

#### **What must you have?**

- A valid Class 5 or Class G driver's licence with a safe driving record for at least 3 years (driver's abstract required)
- The physical ability to lift mail items weighing up to 22.7 kg (50 lb) and carry items weighing up to 15.9 kg (35 lb) regularly throughout the day
- The ability to work in all types of weather
- The availability to be on-call
- The ability to read, write and speak English and/or French

#### **These help, too!**

- Experience in customer service
- Experience making deliveries or working as a driver

#### **In return, we offer:**

- Competitive pay
- Extensive classroom and on-the-job training about your duties and safety on the job
- Opportunities for permanent employment

## Work Sheet

**Task 1: What is another name for letter carrier?**

Answer:

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**Task 2: What type of weather will a letter carrier work in?**

Answer:

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**Task 3: List two job responsibilities.**

Answer:

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**Task 4: What does Canada Post offer in return?**

Answer:

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**Task 5: A clean drivers abstract is required to be employed with Canada Post. Explain what a clean drivers abstract is by using the internet to locate the meaning.**

Answer:

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**Task 6: Letter carriers must be able to lift and carry mail items. What is the weight requirement for lifting a mail item?**

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## Answer Sheet

### **Task 1: What is another name for letter carrier?**

Answer: on-call delivery agent

### **Task 2: What type of weather will a letter carrier work in?**

Answer: all types

### **Task 3: List two job responsibilities.**

Answer: Any two of the following

- You'll start your day in the depot, sorting and preparing the day's deliveries
- You'll load and drive a Canada Post postal vehicle
- You'll then spend most of your day outside, delivering mail and packages by foot or by vehicle to customers on your route
- You'll return to the depot to unload the day's incoming mail and packages for later delivery

### **Task 4: What does Canada Post offer in return?**

Answer:

- Competitive pay
- Extensive classroom and on-the-job training about your duties and safety on the job
- Opportunities for permanent employment

### **Task 5: A clean drivers abstract is required to be employed with Canada Post. Explain what a clean drivers abstract is by using the internet to locate the meaning.**

Answers will vary slightly: No tickets, driving infractions or accidents or driving history must be free of any demerit points or other traffic violations

**Task 6: Letter carriers must be able to lift and carry mail items. What is the weight requirement for lifting a mail item?**

Answer: 22.7 kg or 50 lbs

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
A1.2	Reads more complex texts to locate a single piece of information			
A1.2	Makes low-level inferences			
D.2	Selects and follows appropriate steps to complete tasks			
D.2	Performs simple searches using keywords (e.g. internet, software help menu)			

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This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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