

TITLE: DELIVERY PERSON

QUALIFICATIONS:

1. Must have a valid drivers license for school vehicle.
2. Certification of good health.
3. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
4. Ability to lift 50+ pounds on an ongoing basis (see "Physical Requirements" below).
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Buildings & Grounds

JOB GOAL: To provide safe delivery of items and to assist in custodial/maintenance program.

PERFORMANCE RESPONSIBILITIES:

1. Deliver supplies, materials, equipment and mail to the various district locations in a safe and orderly manner. Delivery includes loading and unloading items into or out of various rooms or parts of the buildings. Special deliveries or hauling often takes place of items such as staging, chairs, manlifts, etc.
2. Maintain a schedule of deliveries as needed. Help as needed to get supplies/mail ready for distribution.
3. Set and follow a schedule of routine vehicle maintenance and preventive care.
4. Assist in general cleaning and maintenance of assigned areas within designated buildings.
5. Remove trash and recycling from the District Office dock area.
6. Work as directed by the Director of Buildings & Grounds on special assignments as needed.
7. Perform other tasks as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- hearing and speaking to exchange information
- seeing to perform assigned duties
- dexterity of hands and fingers to operate equipment
- ability to bend, crouch, twist, reach, kneel, crawl, and balance during building maintenance activities
- pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- operating assigned equipment
- exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.