

SECTION **SERVICE PERSONNEL**
AREA **ADMINISTRATION BUILDING**
TITLE **Courier**

QUALIFICATIONS:

1. Valid New Jersey driver's license and safe driving record.
2. Ability to meet bonding requirements.
3. Ability to speak, read and write English clearly.
4. Ability to lift over 50 lbs.
5. Such additional or alternative qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Courier is directly responsible to the School Business Administrator/Board Secretary.

JOB GOAL:

The Courier is responsible for providing prompt and efficient pick-up and delivery services.

TERMS OF EMPLOYMENT:

1. Custodial salary level I.
2. Twelve month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

The Courier shall be evaluated in writing at least once each year by the School Business Administrator/Board Secretary. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

These duties may be shared and/or divided among the Couriers.

1. Sorts district mail, packs mailbags and makes assigned daily mail deliveries and pick-ups.
2. Keeps a daily log of time and mileage for each trip.
3. Daily, picks up log from Substitute Service Operator.

4. Daily, takes checks to treasurer of School Moneys for signature.
5. Picks up and delivers equipment and materials from and to schools and other district buildings.
6. Delivers district funds to banks for deposit.
7. Wraps packages for mailing or delivery.
8. Assists in metering outgoing mail.
9. Picks up lunches for administration building staff.
10. Picks up films at AVA Center, delivers them to the schools and returns them to the AVA Center according the established schedule which may involve beginning duties at 5:00 A.M. on certain days.
11. Delivers Home Economics grocery order to supermarket, picks up the groceries and delivers them to the schools according to the established schedule.
12. Delivers Board packets.
13. Makes other deliveries and pick-ups and runs other errands as assigned by the Assistant Superintendent for Business/Board Secretary or designee.
14. Keeps Courier vehicle clean and in good, safe operating condition.
15. Performs other duties and responsibilities incidental to the position or as assigned by the Assistant Superintendent for Business/Board Secretary or designee.