

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – COURIER/ATHLETIC FIELDS AND GROUNDS WORKER

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Possession of a valid Pennsylvania driver's license.

Ability to be reached and work a flexible schedule when needed.

SKILL PREPARATION

Ability to operate all types of District equipment.

Ability to lift 50 pounds.

Ability to operate a computer using basic skills.

Ability to be cooperative and service oriented.

Ability to work in a team environment and maintain a positive attitude.

Ability to utilize appropriate written and verbal communication skills, as well as appropriate interpersonal skills.

DUTIES AND RESPONSIBILITIES

Be responsible to the Buildings and Grounds Director and Skilled Maintenance/Athletic Field Team Leader for the completion of duties with accuracy, professionalism, and confidentiality.

Responsible to maintain all District grounds, athletic fields, flower beds, playgrounds, and roadways.

Responsible to maintain, stock, deliver and keep inventory of District food and supplies.

Responsible for collection and delivery of interoffice and District mail.

Responsible to keep accurate records of time spent in completion of tasks.

Responsible to pick up trash and debris throughout the campus.

Responsible to maintain a clean and safe work environment.

Responsible to change seasonal attachments on equipment.

Responsible for assisting with snow removal.

Discharge all other assignments delegated by the Buildings and Grounds Director and Skilled Maintenance/Athletic Field Team Leader.

EVALUATION

Evaluation will be conducted annually by the Buildings and Grounds Director and Skilled Maintenance/Athletic Field Team Leader in the areas of core competencies and position performance.

**Approved by Board of School Directors 06/23/14
Supersedes Policy Dated 02/18/14**