

# Waunakee Community School District

## COURIER

### Job Description

#### QUALIFICATIONS:

- 1) High School diploma
- 2) Good driving record
- 3) Job related training or skills
- 4) Good communication skills – verbal and written
- 5) CPR/First Aid Certification
- 6) Ability to use computer for ordering supplies and checking work orders
- 7) Ability to bend and regularly lift items up to 50 lbs. and occasionally up to 75 lbs.
- 8) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Facilities

#### GENERAL RESPONSIBILITIES:

Transports supplies and food throughout the district. Performs general cleaning and housekeeping and related work as required. The courier shall operate and maintain school facilities and equipment in a safe, orderly manner (and protect from fire, water and any other deterioration). The job demands the ability to stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### ESSENTIAL FUNCTIONS:

- 1) Load, lift of unload supplies and materials, equipment, etc.
- 2) Substitute for custodians as needed.
- 3) Empty trash and garbage containers.
- 4) Assist in snow removal including the use of plows, blowers, and shovels.
- 5) Operate school vehicles and all custodial equipment.
- 6) Assist with ordering of custodian supplies.
- 7) Assist with training maintenance and custodial staff in PPE and proper chemical use.
- 8) Obey all safety rules and regulations.
- 9) Attend head custodian meetings as requested.
- 10) Maintain building security (lock doors, change lights, etc.).
- 11) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 12) Dusting and Vacuuming

13) Set up rooms for special events as requested.

14) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.

15) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1) Perform other responsibilities as assigned by the director of Facilities.

2) Promote a positive image of the District at all times.

Adopted: December 2014