

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Courier and Utility Employee

QUALIFICATIONS:

- 1. Certified on an employee’s medical examination form to be fully qualified in health for the position by a licensed physician.
- 2. Demonstrated proficiency in performing tasks listed below
- 3. Ability to lift 30-40 pounds

REPORTS TO: Director of Operations

JOB GOAL: To provide efficient transportation of materials and supplies to buildings and to assist in various maintenance types of work.

PERFORMANCE RESPONSIBILITIES:

- 1. To follow Courier schedule.
- 2. Pick up mail from Post Office, sort, and distribute.
- 3. Deliver supplies, and run errands for the Administration Office, as well as make trips into the metropolitan Quad City Area when needed.
- 4. Keep warehouse in order and clean.
- 5. Help out at Print Shop, Bus Garage, and Administration Office when needed.
- 6. Be sure to take out-going mail to Post Office.
- 7. And any other duties as may be directed by the Director of Operations or Print Shop Supervisor.

TERMS OF EMPLOYMENT: Twelve months per year. Salary will be determined by the Board.

EVALUATION: Performance of the job will be evaluated annually in accordance with Provisions of the Board’s Policy.

Approved by: \_\_\_\_\_ Date\_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date\_\_\_\_\_
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/18/03