



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

PLEASE POST
8/25/2023

VACANCY NOTICE

Position.....	PART-TIME COURIER – 5.25 Hours/Day
Effective Date.....	Immediately
Education.....	High School Diploma
Salary.....	\$15.80 / Hour

PRIMARY FUNCTION

To perform daily deliveries as assigned.
 Pick up district mail and parcels and deliver them to destinations on a predetermined route.
 Where appropriate, satellite food and supplies to schools.
 Daily delivery of bank deposits for all funds.
 Perform other duties as assigned by the Director of Transportation or Executive Secretary.

REQUIREMENTS

Valid Pennsylvania Driver's License

JOB QUALIFICATIONS

High school diploma.
 Ability to speak and hear on telephone.
 Able to lift weights up to 40 pounds regularly, on occasion up to 75 pounds.
 Able to communicate verbally.
 Able to communicate in writing.
 Able to move between buildings.

Deadline for applying.....	September 5, 2023 or until filled
Send letter of interest to.....	Rita L. Haddock, Personnel Office 4851 N. Twin Valley Rd. Elverson, PA 19520

Phone: (610) 286-8600, ext. 8544
Email: rihaddock@tvsd.org

E.O.E