

COURIER

Title: Courier

Location: Assigned Department

Reports to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Performs a wide variety of activities related to the processing, storage, distribution and moving of District supplies, materials, textbooks, mail, cash, furniture, equipment, prepared meals, and perishable food service products.

Part II: Supervision and Controls over the Work:

Work is performed in accordance with direction and schedules provided by the supervisor. Driving and delivery procedures are consistent with District policies and procedures, equipment safety rules, traffic safety rules, laws, and regulations with which the driver is expected and required to be completely familiar and in compliance with. Work is evaluated for safety, customer service skills, procedural compliance, safe equipment operation, timeliness, and loss of damage or spoilage.

Part III: Major Duties and Responsibilities:

1. Transports and delivers a variety of supplies and materials on an assigned schedule in District, to financial institutions and to educational service districts. (e.g., U.S. mail, inter-departmental mail, meal carts, school funds, electronics, print materials, equipment, paychecks, supplies, furniture, etc.). The Courier prioritizes and adjusts their schedule as needed to respond to unforeseen situations.
2. Collects and transports cash, payroll checks and school funds following prescribed procedures.
3. Stores, organizes and rotates stock and confidential records utilizing proper storage methods and procedures.
4. Prepares, packs and loads mail, meal carts, supplies, materials, products, and furniture for delivery.

5. Transports and delivers food using appropriate refrigeration and/or heating equipment and assuring that food is delivered to and placed in an appropriate temperature environment.
6. Loads and unloads delivery vehicles containing a variety of supplies, materials and equipment. Works with surplus furniture and equipment program.
7. Operates delivery vehicles, forklifts and other warehouse equipment. May operate and maintain food storage equipment (heating and cooling). Stores and retrieves pallets of materials from Warehouse racks.
8. Pre-trip and post-trip inspection (clean vehicle, including interior/exterior sweeping and washing).
9. Conducts regular checks on delivery vehicles for fluid levels, proper tire pressure and cleanliness; reports potential safety issues or service needs. Schedule vehicle maintenance and repair. Maintains safety equipment to include such items as fire extinguishers, highway warning kits, chains, first aid kits, etc.
10. Maintains storage areas and warehouse equipment in a neat, clean, orderly and safe manner.
11. Completes legible and accurate forms, records, timesheets, route studies, mechanical trouble reports, accident reports, delivery records and other clerical-type activities as may be required. Completes forms, records, and reports as required by the State or District policies. Obtain signatures on documents in the prescribed manner.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent.
- Must be able to obtain and maintain a forklift certification.
- Knowledge of laws, codes, rules, policies and regulations relating to vehicle operation.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with staff.

- Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Possess or be eligible to acquire a Commercial Driver License and possess a safe driving record.
- Knowledge of:
 1. Educational materials, supplies and equipment.
 2. Warehouse operational methods, procedures, policies, rules and regulations.
 3. Safe and proper loading and unloading of delivery vehicles.
 4. Proper physical lifting techniques and use of warehouse equipment.
 5. Use and terminology of requisitions, purchase orders, invoices, and other warehouse documentation, and ability to perform basic mathematical computations.

Part V: Desired Qualifications:

- Bilingual and bicultural skills
- Ability to operate a motorized pallet jack

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
- Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or 70 pounds and must be able to lift and move greater weights using appropriate equipment.
- Required to work in all weather conditions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.