

MAIL/FOOD COURIER



Maintenance and Custodial Services Department/Nutrition Services Department

Purpose:

The Mail Courier performs timely delivery and pick up of interschool/departmental mail, District supplies and special seasonal mailing to all schools and departments throughout the District. The Mail Courier may also include delivery and pick up at private and public agencies.

The Food Courier performs timely delivery and pick up of food products from school sites throughout the District. The Food Courier may also include delivery and pick up at private and public agencies.

Reports to:

Mail Courier: Administrator or Maintenance Services Supervisor

Food Courier: Nutrition Services Supervisor

Indirectly Reports to:

Mail Courier: Lead Courier

Nature & Scope:

The Courier works independently performing work of a routine and recurring nature in accordance with clearly defined procedures and guidelines under continued supervision. The nature of the work requires adherence to District policies, procedures, and regulations. The Courier interfaces with school staff, which requires a high level of professional decorum, calm, and ability to communicate effectively. The incumbent does not have supervisory responsibilities, but may provide training to new or substitute Couriers.

Essential Job Functions:

Mail Courier only

1. Picks up and delivers USPS mail.
2. Picks up and delivers interschool mail.
3. Picks up and delivers curriculum and testing materials.
4. Assists in metering outgoing mail.
5. Prepares outgoing material for pre-sort mailing company.
6. Delivers maintenance and cleaning supplies.
7. Transports sensitive testing materials throughout District.
8. Picks up out-of-District donations as directed
9. Picks up small District donations.
10. Washes delivery vehicle and maintains general condition and appearance.

Food Courier only

11. Performs timely delivery and pick up of food products from school sites throughout the District.
12. May also perform timely delivery and pick up of food products from private and public agencies.

Both Mail Courier and Food Courier

13. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
14. Assures accuracy in deliveries by verifying quantities received and delivered.
15. Ensures timeliness of delivery.
16. Maintains regular and consistent attendance and punctuality.
17. Learns and utilizes new tools and technologies as needed by the District.
18. Heeds safety practices at all times.
19. Attends training courses as required and responds to instructions both on the job and in training classes.
20. Takes appropriate action to resolve immediate safety issues and to ensure a safe and efficient working environment.
21. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
22. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma, or G.E.D.
2. Must be 21 years of age or older.
3. Must possess a valid Oregon or Washington driver's license.
4. Must be able to pass a physical exam.
5. Must be able to pass a criminal background check.
6. Must be able to operate vehicles up to 26,000 lbs including but not limited to box trucks, vans, and refrigerated trucks.
7. Must frequently lift 40 lbs. and occasionally lift up to 100 lbs. with assistance.
8. Must possess a valid Food Handler Card.
9. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.
10. Must be able to operate both manual and automatic transmissions.
11. Must be able to operate a forklift, electric and manual pallet jacks and other power equipment.
12. Must demonstrate safe driving practices and traffic laws.
13. Must possess a satisfactory driving record.

14. Must be able to work with accuracy and attention to detail to meet deadlines.
15. Must read, understand and follow multi-step written and verbal instructions in English.
16. Must be able to perform basic math calculations.
17. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and demonstrate an understanding of safety practices and procedures.
18. Must understand and be able to execute oral and written instructions, policies and procedures.
19. Must be able to comply with District and State regulations as they relate to District buildings and safety.
20. Must demonstrate flexibility to changing working environments.

Working Conditions:

The Courier works both indoors and outdoors, working in all kinds of weather, and often in the dark. Travel to different locations may occur during heavy rain and moderate snow periods. Most of the Courier's work-time involves undertaking activities while standing, walking, or driving.

The incumbent will frequently stand, but will also walk, climb stairs, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 40 lbs. by him/herself and lift more than 40 lbs. with assistance.

The work environment is often quiet, but the work environment will also frequently include moderate to loud noise. Potential exposures and hazards include but are not limited to: chemicals, fumes, communicable diseases, sharp objects, power/hand-operated equipment and machinery, pinch points, odors, slippery surfaces.

Work Year: 180, 210 or 260 Days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 10, 2016

Date Revised: June 20, 2024

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.