



South Lane School District

Job Description

Job Title: Courier
Assignment: Food Service
Reports To: Food Service Supervisor
Evaluated By: Food Service Supervisor

JOB SUMMARY

This position is responsible for the delivery of confidential communications, payroll, purchase orders, materials, supplies, and other smaller items sent to and between District Schools. This position receives food and supplies to the warehouse and distributes food and supplies to all School Kitchens.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
 2. Accurately sorts District mail by buildings and delivers to appropriate boxes at building level.
 3. Picks up mail and parcels for delivery at District buildings and delivers to the appropriate school and/or recipient.
 4. Travels daily to each District school and District partners for pickup and delivery and to drop off and pick up parcels.
 5. Safely loads and unloads items into and out of van for delivery and pick up.
 6. Travels to post office and bank daily.
 7. Operates the vehicle in accordance with all state laws and District policy(ies).
 8. Keeps vehicle and warehouse clean for the purpose of maintaining an organized layout and safe work environment, and keeps accurate vehicle maintenance records.
 9. Maintains confidentiality regarding all information, communication and materials delivered and/or discussed.
 10. Reports safety, sanitary and fire hazards immediately to supervisor.
 11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 12. Attends work regularly and is punctual.
 13. Represents the District in a warm and welcoming manner.
 14. Receives food orders for the purpose of ensuring specifications, quality and quantity of orders.
 15. Prepares items delivered to food service warehouse for the purpose of transporting supplies to fill specific orders or to transport to specific sites.
 16. Assist food service as required.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Inventories food and supplies.
2. Arranges for service of courier vehicle.
3. Delivers or picks up items outside of District buildings as directed by supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED) required.
2. **Interpersonal Skills:** Ability to interact with students, administrators, staff and community members appropriately.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
5. **Reasoning Ability:** Ability to apply common sense understanding to carry out instruction in written, oral or diagram form. Ability to deal with problems involving several variables in a variety of situations.
6. **Computer Skills:** General knowledge of computer usage and ability to use e-mail and internet software. Ability to use Mealtime software.
7. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents, vendors and members of the community. Ability to work independently with limited supervision.
8. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a criminal justice fingerprint background check. Must have a valid Oregon Drivers License and must maintain a good driving record. Ability to obtain a valid CPR/First Aid card as required.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl and climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. This employee must have the ability to get in and out of vehicle repeatedly.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The standard work environment is a motor vehicle and school building mailrooms and school kitchens. The noise level in the work environment is usually low to moderate. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, outdoor weather conditions, walk in freezers and motor vehicles. The employee must have the ability to operate a motorized vehicle in inclement weather conditions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
