

---

---

## POSITION DESCRIPTION

### Delivery Assistant

#### General Definition of Work

Performs manual work delivering district mail, US Mail, custodial supplies, bank deposits, and food to correct locations in a timely and accurate manner, and related work as apparent or assigned. Work is performed under the regular supervision of the Head Delivery.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

#### Essential Functions

- Delivers food to schools daily in an accurate and timely manner.
- Sorts and delivers incoming materials, opening packages to cross check contents against purchase orders.
- Sorts and delivers interschool mail and US mail throughout the district.
- Processes requisitions for classroom and custodial supplies and delivers to proper locations throughout the district.
- Securely receives monies from schools and makes deposits at banks.
- Assists with loading and unloading supplies.
- Regular and reliable attendance is required.
- Assumes other duties as assigned.

#### Knowledge, Skills and Abilities

- Demonstrates some skills in organizing ideas and presenting them with clarity and conciseness, in establishing and maintaining working relationships based on mutual confidence and respect, and in identifying problems and their resolutions.
- Generally demonstrates sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.
- Generally demonstrates physical strength and stamina to perform required work which includes light and heavy work associated with all aspects of handling deliveries.

#### Education and Experience

High school diploma or GED and minimal experience driving and backing a delivery van, or equivalent combination of education and experience.

#### Special Requirements

Valid driver's license in the State of Wisconsin.

#### Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms, frequently requires climbing or balancing, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and using hands to finger, handle or feel; no special vision is required; no special vocal communication skills are required; no special hearing perception is required; work requires visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

---

## Environmental Conditions

This work regularly requires exposure to vibration, frequently requires exposure to outdoor weather conditions and occasionally requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

---

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, ( as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

---

Custodial Staff Compensation Plan

Building and Grounds

FLSA Status: Non-Exempt

Last Revised: 4/2021

Stevens Point School District, Stevens Point, Wisconsin