



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Courier

Employee Group: Custodial and Maintenance

Classification: CM-L1

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Director of Facilities

Qualifications:

1. High school diploma or equivalent
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Basic computer knowledge and skills.
5. Valid driver's license and good driving record

Preferred experience:

CPR/ First Aid certification

Job related experience

Courier General Responsibilities:

The courier shall transport materials, supplies, and food throughout the district in a safe and orderly manner using district vehicles. Performs general custodial duties as required.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Operate school vehicles and all custodial equipment in compliance with laws, rules, regulations, policies and procedures.
2. Processes delivery requests, prepares orders, participates in inventory control and responds to inquiries for providing information.
3. Adheres to established schedules to safely pick up and transport district materials.
4. Completes pre- and post-trip inspections of district vehicles. Fuels vehicles.

5. Responsible for the appearance of assigned vehicles, including cleanliness inside and out of the vehicle. Reports suspected mechanical defects and malfunctioning equipment.
6. Properly secures occupant restraint systems and materials.
7. Maintains records of deliveries and required reports.
8. Participates in snow removal by shoveling, or spreading chemicals, sweeping, using power equipment or as otherwise directed.
9. Set up rooms or areas for school activities as requested. Tear down after the end of activities.
10. Selects appropriate equipment and supplies; sweeps and cleans floors, collects and empties garbage and recyclables, and maintains restrooms.
11. Obey all safety rules and regulations.
12. Maintain building security (lock doors, windows, etc.). including weekend/holiday building checks.
13. Moves heavy furniture, office and shop equipment and other items, which might necessitate the lifting of heavy or bulky articles.
14. Load, lift or unload supplies and materials, equipment, etc.
15. Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
16. Monitors activities in and around work areas (e.g. halls, rooms, lunchroom, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

Other Functions

- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Promote a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Facilities, Building Principal or Head Custodian.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Specific knowledge of safe and orderly operation of motor vehicles.

Written and verbal communication in English; perform multi-step actions after written or verbal instructions.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.

Work with specific job-related data using problem solving to identify issues and adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: significant lifting of moderate and heavy weight, carrying, pushing, and/or pulling; using foot controls to operate gas and brake pedals; frequent walking, stooping, kneeling, twisting, crouching, and/or crawling; and significant fine finger dexterity. Work includes prolonged periods of sitting and repeated entering and exiting school vehicles. Working around equipment and machinery having moving parts and generating heat and moderate noise.

Work Environment

This job is performed both indoors and outdoors and under conditions with some exposure to injury and/or illness.

Employees in this position are designated essential-as-needed-personnel and as such may be required to work during emergency events, are subject to call to duty, and may be required to work beyond their normally scheduled hours with little or no advance notice.

Adopted: December 2014

Revised: June 2023