

## COURIER/UTILITY WORKER

### Purpose Statement

The job of Courier/Utility Worker was established for the purpose/s of ensuring that all schools receive their mail, boxes, packages, etc. in a timely manner; delivering school lunches to sites; and cleaning and performing routine safety checks on delivery vehicles.

This job reports to Transportation Supervisor.

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### Essential Functions

- Deposits sites' bank deposits for the purpose of ensuring collected monies are safely deposited.
- Maintains delivery vehicles (e.g. checking fluid levels, fueling, cleaning, etc.) for the purpose of ensuring safe operation of vehicle.
- Maintains equipment, tools and work areas (e.g. thermometers, gloves, cleaning equipment) for the purpose of ensuring the availability of items to complete work in a timely and efficient manner.
- Monitors food temperature for the purpose of maintaining safe serving temperatures of lunches delivered to sites.
- Performs a variety of tasks, when needed, at the District Office (e.g. paper shredding, delivering boxes for shredding, filing, stuffing envelopes, restocking Xerox paper, etc.) for the purpose of assisting the office with efficiency and organization.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs the duties of custodian/groundskeeper for special projects or when necessary during intersession or other school breaks (e.g. sweeping grounds, dusting, mopping, scrubbing, disinfecting, cleaning windows, etc.) for the purpose of maintaining safe, clean schools and district grounds.
- Transports and loads, and unloads, a variety of materials to and from the post office, other district locations, the County Office of Education, etc. (e.g. school lunches, racks, lunch bags, Xeroxing, checks, Print Shop, AV items, mail, supplies, etc.) for the purpose of processing internal and/or external mail and deliveries.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: using materials handling equipment and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: materials handling and storage; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 65% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None specified.

**Required Testing**

SIA Evaluation

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Valid Driver's License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

TB Test

**FLSA Status**

Non Exempt

**Approval Date**

4/16/2008

**Salary Grade**

Classified 9