

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: COURIER

TYPE: Classified

REPORTS TO: Director of Food Services

POSITION SUMMARY:

The primary purpose of this position is to distribute mail and other goods between the various district and school worksites. Emphasis will be on following a set schedule to ensure reliability and efficiency. Preparation of materials for mailing and sorting for distribution is also included. Sometimes assists with stocking and arranging items in the warehouse.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Valid Oregon Driver's license, evidence of insurability, and satisfactory driving record.
4. Pass Physical Capacities Assessment.

ESSENTIAL FUNCTIONS:

1. Picks up and loads items for delivery from District Office, school sites, and other locations.
2. Delivers items to designated locations on schedule.
3. Operates postage meter to prepare items for mailing.
4. Sorts by address and distributes incoming mail to designated locations at District Office.
5. Arranges for bulk mailing and certified mailings as requested.
6. Keeps records and prepares reports as requested.
7. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
8. Operates a forklift and drives district vehicles and trucks.
9. Operates a handtruck and pallet jack.
10. Frequent and prolonged entering, exiting, and driving step van and other vehicles.
11. Fuels vehicle as needed.
12. Reads small print from records and other paperwork.

LEBANON COMMUNITY SCHOOLS
Position Description
Courier (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Work is performed indoors in buildings (warehouse, walk-in freezer, office, schools), in district vehicles, and outdoors on school and district grounds.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 220 paid days, depending on position, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing		X			
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control				X	
*Pushing/Pulling Maximum weight: <u>100 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>50 lbs.</u>			X		

* Identify items typically moved: Mail baskets, boxes of paper, food supplies, supplies