



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: COURIER

QUALIFICATIONS:

1. Possesses High School Diploma or equivalent required.
2. Has demonstrated a minimum of two years of driving experience and possesses excellent driving record.
3. Valid Commercial Driver's License, Class B, with appropriate endorsements (S and P) preferred.
4. Possesses excellent customer service and communication skills.
5. Possesses required criminal history background check, required drug/alcohol testing, and proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Plant Operations and Maintenance or designee

JOB GOAL: To coordinate the delivery and pick up of district documents, mail, and other district materials and/or equipment in a timely, courteous, and professional manner. To be responsible for the safe and legal driving of district vehicles.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Routine lifting up to 50 pounds.
- b. Overhead reaching, routine bending, pushing and pulling.
- c. Loads and unloads truck.
- d. Follows instructions for the delivery of district documents, mail, and other district materials and/or equipment.
- e. Complies with policies and procedures regarding vehicle operation, package delivery and customer interaction.
- f. Notifies Director of Plant Operations and Maintenance or designee immediately of any mechanical malfunctions and/or safety hazards.
- g. Adheres to established routes, designated stops and assigned time schedule.
- h. Obeys all traffic laws.
- i. Reports immediately all accidents and/or injuries to the Director of Plant Operations and Maintenance or designee and completes required reports.
- j. Performs interior cleaning duties daily, cleans interior windows as needed, and refuels vehicles.

2. Work Traits

- a. Demonstrates safe and efficient driving skills.
- b. Maintains a friendly, courteous and cooperative attitude.
- c. Ability to work collaboratively in a team environment.
- d. Works cooperatively with the Director of Plant Operations and Maintenance or designee, colleagues, students, parents and others as necessary for the effective functioning of this position and the school courier system.
- e. Maintains confidentiality as required and appropriate.

3. School and Community Relations

- a. Displays tact and courtesy when dealing with students, colleagues, parents, residents and others in the performance of this position.

4. Professional Development

- a. Participates in staff development opportunities in accordance with state law and regulation as well as with district guidelines and resources to enhance job-related skills and knowledge.

5. Other

- a. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Plant Operations and Maintenance or designee.

TERMS OF EMPLOYMENT: Part-time position. Salary to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: May 31, 2017