

North Wasco County School District
Job Description – Classified – District Courier

Title: District Courier
Classification: Classified/ESP
Reports To: Facilities Supervisor/Director
Work Year 259 Days/Year

Job Purpose Statement/s:

This position is responsible for the transportation of food and supplies to and from district kitchens; and collects and delivers mail for District facilities. This position receives general direction from the Directors of Nutrition Services, Transportation and Supervision from the Director of Operations.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty 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 duties and responsibilities.

- Knowledge of food transportation and sanitation standards.
- Knowledge of safe driving techniques and motor vehicle laws.
- Knowledge of vehicle operation, maintenance and performance standards.
- Knowledge of safety regulations to protect truck, food, supplies and transport equipment.
- Ability to possess and maintain a valid Oregon Driver's License and maintain insurable status for automobile liability coverage.
- Ability to accurately transfer, record, and convey information, materials and money, as required by position.

Education/Experience:

- High school diploma or general education degree (GED); training/experience in operation of a van or truck; or the equivalent combination of education and experience, as determined by the hiring authority.

Language Skills:

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

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

Certificates and Licenses:

- Must have a current Oregon/Washington driver's license and have an acceptable driving record.
- Ability to perform the physical requirements of the position, as certified by a physician.

Essential Duties and Responsibilities

- Operates the vehicle in accordance with Oregon Revised Statutes, Department of Motor Vehicle Code, and District policies and procedures.
- Adheres to prescribed route, including time schedules and designated pick-up and drop-off locations.

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- Loads, delivers and unloads meal transport carts and supplies to schools in a timely manner, meeting serving schedules.
- Picks up and delivers backed goods and meals from central kitchen each day as scheduled.
- Maintains appropriate, accurate, legible logs.
- Returns utensils, pans, carts and containers to appropriate kitchen for cleaning.
- Follows rules for health, safety and sanitation.
- Collects and delivers intra-school mail.
- Collects and delivers U.S. posted mail.
- Delivers assigned vehicle for regular maintenance and service work as per arranged schedule.
- Report immediately any mechanical trouble, tire problems, inoperable safety equipment, or other questionable items to his/her immediate supervisor and/or bus mechanic.
- Accepts responsibility for transporting food, supplies and mail safely under all types of conditions
- Conducts a pre-trip inspection of the vehicle and reports any deficiencies in equipment to the proper authority immediately.
- Maintain the cleanliness of the assigned vehicle by cleaning items such as the windshield (inside and out), mirrors, light lenses, floors and seats.
- Reports any problems or safety hazards which exist or occur on route, such as traffic, stops, physical barriers, and students.
- Exercises good judgement and discretion in operating a vehicle in all weather and traffic conditions.
- Maintains a positive and effective working relationship with staff and students.
- Maintains a neat, clean and courteous presence while on duty.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently exposed to fumes and airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

The employee drives in inclement weather which may require chaining up the vehicle. The employee may drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	{ }None { }	{ }1-4 hrs	{ }4-6 hrs	{x}6-8 hrs
b. Sit	{ }None { }	{ }1-3 hrs	{x}3-5 hrs	{ }5-8 hrs
c. Drive	{ }None { }	{ }1-3 hrs	{ }3-5 hrs	{x}5-8 hrs

2. Employee may use hands for repetitive:

{x}Single Grasping	{x} Pushing and Pulling	{x} Fine Manipulation
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