

SCHOOL COURIER - CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class have responsibility both for the performance of simple cleaning tasks and simple maintenance chores in a school building and for the operation of a motor vehicle to transport school supplies and mail. Work is performed under general supervision, with specific instructions given for assignments varying from the prescribed routine.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a motor vehicle to deliver a wide variety of school supplies;
2. Performs simple building maintenance, referring the more difficult tasks to the maintenance staff;
3. Loads and delivers cafeteria food from main kitchen to satellite schools;
4. Sorts and delivers mail and packages to schools, school board members, BOCES, county offices, etc.;
5. Dusts chairs, tables, desks and other furniture;
6. Washes windows, walls, woodwork, bathrooms, tubs and bowls;
7. Gathers and disposes of refuse;
8. Picks up and delivers school lunch monies;
9. Picks up and delivers equipment, supplies and related material;
10. Performs routine preventative maintenance on transport vehicles and on various equipments;
11. Sweeps, mops, washes, strips, waxes and polishes floors;
12. May perform maintenance chores such as painting or snow removal;
13. Logs various information;
14. May be required to drive a school bus, if qualified and properly licensed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of minor maintenance repair, supplies and equipment, and building cleaning practices;
Ability to operate a motor vehicle;
Ability to understand and follow simple written and oral instructions;
Ability to manually load and carry supplies and equipment to be transported;
Ability to keep simple records;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level of New York State Motor Vehicle Operator's license at the time of application. Possession of said license at the time of appointment.

SV5409

ADOPTED: 07/23/82 REVISED: 11/09/00 11/16/10