

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Courier Driver / Custodian

Supervisor: Director of Purchasing and
Accounts Payable and
Operations Administrators

FLSA Status: Non-Exempt **Employee** **Custodial/Property Services**
Group:

Qualifications:

1. High school diploma or equivalent
2. Physically able to perform the duties of the position, with or without accommodations, including ability to lift object weighing up to fifty (50) lbs.
3. Excellent organizational skills
4. Possess a valid Driver's license
5. Ability to complete work independently
6. Ability to communicate effectively
7. Ability to read basic operating instructions

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day: Four (4) hours Courier/ Four (4) hours Custodian

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Pick up and deliver all inter-district mail, warehouse inventory orders, warehouse orders, and other materials from in district and external locations.
2. Back-up to the Warehouse Clerk for order/shipment processing.
3. Clean and maintain safe building exterior, interior and premises.
4. Follow assigned cleaning schedule.
5. Report building maintenance needs to supervisor.
6. Willingness to work varied shifts as scheduled.
7. Keep current with best practices and requirements as they relate to your job assignment.

8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.