

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Courier Driver

Supervisor: Director of Purchasing and
Accounts Payable

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

Qualifications:

1. High school diploma or equivalent
2. Knowledge of general clerical, data entry methods and procedures and detailed record keeping
3. Excellent organizational skills
4. Physically able to lift object weighing up to fifty (50) lbs with or without accommodations
5. Possess a valid Driver's license
6. Ability to complete work independently
7. Ability to communicate effectively

Terms of Employment:

- Twelve (12) month contract
- Five (5) hours per day

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. Maintain upkeep of van in clean and mechanical order. Report maintenance needs.
4. Keep current with best practices and requirements as they relate to your job assignment.
5. 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.