

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

July 2014

SECTION I: GENERAL INFORMATION

Position Title: Delivery Driver/ Floating Custodian	Department: Building & Grounds
Immediate Supervisor's Position Title: Director of Buildings & Grounds	FLSA Status: Non-exempt
Band/Grade/Subgrade: A-1-2	Bargaining Unit: Custodian – Local #70
Job Summary: Under the direction of the Director of Buildings and Grounds, the Delivery Driver / Floating Custodian exchanges, sorts and delivers all mail and packages between school buildings in the Northfield School District and the Post Office. Deposits are picked up with the mail and brought daily to the bank. The Delivery Driver / Floating Custodian is also responsible for delivering cafeteria food carts to assigned schools. At the conclusion of delivery work the Delivery Driver / Floating Custodian reports to a building as directed by the Director of Buildings and Grounds to assist with custodial work. During the winter months this person may be asked to assist with snow removal involving the use of shovels, snow blowers or trucks.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides delivery of incoming mail and supplies for all school buildings in the Northfield School District.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Picks up mail at the Post Office daily. • Sorts incoming mail for all school buildings, including packages • Delivers all incoming mail and packages to all District locations. • Exchanges inter-school mail, supplies and packages between buildings. • Collects deposits and delivers to bank daily. • Picks up deposit receipts at the bank and returns them to the District Office. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Provides outgoing mail services for all school buildings in the school district.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Collects and sorts outgoing mail, including packages. 		

- Weighs mail and packages.
- Applies postage to mail according to weight.
- Delivers outgoing mail to Post Office daily.

Duty/Responsibility No:	3	Statement of duty/responsibility: Coordinates daily pick up and delivery of food carts to schools.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Loads food carts and delivers to appropriate schools, utilizing the school delivery vehicle. • Collects empty food cards and returns them to appropriate location. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides basic maintenance of vehicle
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Check oil level daily. • Check air pressure in tires daily. • Look over vehicle daily for any maintenance or repairs that may be needed and report to supervisor. • Clean and wash vehicle inside and out weekly. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Provide cleaning and other services required in and around school buildings.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Clean restrooms and stock with needed supplies. • Sweep and wet mop floors. • Clean windows. • Assists with set-up for activities and events as needed. • Provides trash disposal service for inside and around school buildings. • Assists with snow removal as needed, which may include work outside the regular shift. • Performs other duties as assigned. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of applicable school district and department policies, procedures, guidelines. • Knowledge of school building locations and offices for each building. • Knowledge of procedures for sorting and delivery of mail. • Knowledge of procedures used in weighing outgoing mail and determining postage required. • Knowledge of procedures used in pick up and delivery of food carts. • Knowledge of procedures for picking up bank deposits and delivering them to the bank. • Knowledge of the operation of school vans and rules of the road.
	2nd year graduate level		
	Doctorate level		

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Required Work Experience in Addition to Formal Education/Training: No previous related work experience is required. On-the-job training is provided to the employee in all major aspects of the job.	
Required Supervisory Experience:	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • Valid State of Minnesota Driver's License.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to sort and deliver mail. • Operating a scale and postage machine and determining postage required. • Ability to read addresses. • Ability to coordinate pick up and delivery of food carts. • Ability to operate school delivery vehicles. • Ability to work independently with minimal supervision. • Establishing and maintaining effective working relationships with clients. • Ability to constantly lift, carry, push, pull or otherwise move objects in the performance of the job. • Planning and prioritizing work to meet pick up and delivery schedules. • Establishing and maintaining effective working relationships with employees, supervisors, and building staff. • Following assigned projects and tasks in accordance with department standards and requirements. • Ability to use tools and cleaning equipment applicable to trade. • Ability to read, understand, and follow safety procedures. • Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Physical risks associated with heavy work, working in inclement weather conditions, and the frequent operation of motor vehicles. Any potential hazards and risks can be minimized through departmental procedures, training and risk management techniques provided by the school district.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk				x
Sit		x		

Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear		X		
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds				X
up to 50 pounds			X	
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: