

**SAUK PRAIRIE SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Courier/Custodian

REVISED: November 2011
June 2012
February 2017

QUALIFICATIONS:

1. High School diploma or equivalent
2. Job related training or skills
3. Good communication skills and ability to maintain confidentiality
4. Ability to safely lift objects weighing 60-75 lbs. on a regular basis without assistance
5. Knowledge of proper use of school vehicles and equipment
6. Possess current driver's license and clean driving record
7. Basic computer skills

REPORTS TO: Buildings & Grounds Director and Food Service Director

SUPERVISES: NA

GENERAL FUNCTIONS: As courier to provide messenger service, transport packages and send food items to all school district buildings in an efficient and timely manner. As custodian to perform general cleaning and housekeeping and any related work as well as operate and maintain school facilities in an orderly manner, keep it safe and protect it from fires, water, and any other deterioration.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Observe and abide by safety rules and regulations.
2. Backup a large truck using the mirrors.
3. Lift heavy food trays in and out of the cube truck.
4. Stay on a tight schedule with the kitchen supplies and the mail run.
5. Sweep, mop, scrub, seal and wax floors.
6. Empty trash/garbage containers and refurnish paper and soap dispensers
7. Assist in snow removal as needed.

8. Operate school vehicles and all custodial equipment.
9. Make minor maintenance repairs, such as light fixtures, equipment and furniture repairs, including some plumbing and electrical repairs.
10. Climb ladders and scaffolds (Note: if an extension goes beyond 10 feet, an assistant should be present).
11. Maintain building security (locks doors, change lights, etc.).
12. Assist in loading and unloading trucks.
13. Perform projects such as assembling furniture, painting, carpentry work, and any other duties as assigned by the building principal, Buildings & Grounds Manager or Head Custodian.
14. Wash windows, walls, sinks, toilets, furniture, wood work, etc.
15. Perform dusting and vacuuming.
16. Setup rooms, gym area or outside fields for school activities as requested.
17. Load, lift or unload supplies and materials, equipment, etc. as needed.
18. Comply with legal requirements and procedures for the storage and disposal of trash, rubbish, and waste.
19. Other duties as assigned.

TERMS OF EMPLOYMENT: As defined in the Support Staff Handbook.
Pay classification: HC4/AC1 Full Time Custodian/Courier.

WORKING CONDITIONS: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentations; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity and hand/eye coordination to operate vehicles, equipment, computers and communication devices; normal office and shop environment; exposure to changing temperatures and weather conditions, frequent lifting and moving items of varying weight and size.