

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

**TITLE:**

Courier

**CLASSIFICATION:**

Administrator:

GEEA

ESP:

X AFSCME

       EXEMPT

**DEPARTMENT:**

Buildings and Grounds

**REPORTS TO:**

Director of Buildings and Grounds

**GENERAL RESPONSIBILITIES**

The Delivery Employee delivers interoffice and outside mail to the district buildings and delivers district mail to the U.S. Post Office in order to provide efficient flow of correspondence within and without of the school district.

**ESSENTIAL JOB FUNCTIONS**

- Picks up and delivers interoffice mail to the appropriate building within the district.
- Processes all district mail through the postal meter and delivers mail to the U.S. Post Office.
- Delivers Board of Education packets from administration center to the appropriate Board of Education members on a weekly basis, and as needed.
- Makes deliveries of supplies to custodians in buildings as needed.
- Performs other deliveries, outside of district, as requested, i.e. to library, vendors, repel services, etc.
- Delivers paychecks semi-monthly to school secretaries for distribution to staff and is responsible for sign-in sheet for paychecks.
- Interfaces with all levels within the district and occasionally with external vendors and suppliers.

**KNOWLEDGE AND SKILLS**

- Must be able to read, write, understand, follow directions and communicate in English.
- Must have a good driving record.
- Requires heavy lifting.
- Interpersonal and organizational skills.

**EDUCATION AND CREDENTIALS**

- High School Diploma or equivalent.
- Must hold a valid Illinois State driver's license.

**EVALUATION**

- The Director of Buildings and Grounds will evaluate annually

**DIRECT REPORTS TO THIS POSITION**

- Not applicable.

**WORK YEAR**

- 10 +months (School year plus additional days prior to school starting and after school ends.)

<b>PHYSICAL ABILITY JOB REQUIREMENTS</b>	<b>Not Important</b>	<b>Desirable</b>	<b>Essential</b>	<b>Critical</b>
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.				X
Climbing ladders, scaffolding, etc.			X	
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.		X		
Using a keyboard to enter, retrieve or transform data.		X		
Dealing with employees, suppliers and/or customers in high-stress situations.	X			
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.		X		
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.	X			

By signing this, I affirm that I have read and understand the contents of this document.

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Employee Signature