

# Northfield

Public Schools 1.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

December 2007

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Delivery Driver/ Floating Custodian	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> Director of Buildings and Grounds	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b>
<b>Job Summary:</b> Under the direction and guidance of the Director of Buildings and Grounds, the Delivery Driver/ Floating Custodian exchanges, sorts and delivers all interschool mail between school buildings in the Northfield School District. This position sorts all-outgoing mail and makes deliveries to the Post Office. 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 building as directed by the Director of Buildings and Grounds to assist with Custodial work in that building. Will be working in many buildings each week.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides delivery of incoming mail and supplies for all school buildings in the Northfield School District.
<b>Percent of Time:</b>	35	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Sorts incoming mail for all schools, including packages.</li><li>• Delivers incoming mail.</li><li>• Exchanges inter-school mail and supplies between buildings.</li><li>• Maintains a delivery schedule of twice daily.</li></ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides outgoing mail services for all school buildings in the school district.
<b>Percent of Time:</b>	30	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Collects and sorts outgoing mail, including packages.</li><li>• Weighs mail and packages.</li><li>• Applies postage to mail according to weight.</li></ul>		

- Delivers mail and packages to Post Office twice daily. (Deliver mail once and pick-up mail once a day at post office)

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Coordinates daily pick up and delivery of food carts to Greenvale and Longfellow Schools.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Loads food carts and delivers to Greenvale and Longfellow Schools, utilizing school van.</li> <li>• Collects empty food carts and delivers to kitchen.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Provides cleaning services for classrooms, offices, cafeteria, hallways, locker rooms, gymnasium, and all areas required in school building.
<b>Percent of Time:</b>	30	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Dust mops floors and hallways daily.</li> <li>• Wet mops rooms when as necessary.</li> <li>• Waxes rooms as required.</li> <li>• Cleans chalkboards and empties pencil sharpeners in classrooms.</li> <li>• Cleans sinks and milk trays daily.</li> <li>• Scrubs soap and towel dispensers, countertops and walls daily.</li> <li>• Wet mops nurse's office daily and sanitizes countertops, sink, chairs, bed, desk and refrigerator.</li> <li>• Cleans glass windows on doors daily.</li> <li>• Assists with cleaning gymnasium after school events.</li> <li>• Replaces supplies in janitorial closets as needed.</li> <li>• Oils and replaces mop heads daily.</li> <li>• Assists with set-up for activities and events.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
<ul style="list-style-type: none"> <li>• Knowledge of applicable school district and department</li> </ul>			

<b>Doctorate level</b>	<p>policies, procedures, guidelines.</p> <ul style="list-style-type: none"> <li>• Knowledge of school building locations and the location of print center materials and offices for each building.</li> <li>• Knowledge of procedures for sorting and delivery of mail.</li> <li>• Knowledge of procedures used in weighing outgoing mail and determining postage required.</li> <li>• Knowledge of procedures used in pick up and delivery of food carts.</li> <li>• Knowledge of the operation of school vans and rules of the road.</li> </ul>
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**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:**

<b>LICENSE/ CERTIFICATION</b>	<p><b>Identify licenses/certification required upon hiring:</b></p> <ul style="list-style-type: none"> <li>• Valid State of Minnesota Driver’s License.</li> </ul>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Ability to sort and deliver mail.</li> <li>• Operating a scale and postage machine and determining postage required.</li> <li>• Ability to read addresses.</li> <li>• Ability to coordinate pick up and delivery of food carts.</li> <li>• Ability to operate school vans.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Establishing and maintaining effective working relationships with clients.</li> <li>• Ability to constantly lift, carry, push, pull or otherwise move objects in the performance of the job.</li> <li>• Planning and prioritizing work to meet pick up and delivery schedules.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, and building staff.</li> <li>• Following assigned custodial schedules and assignments in accordance with department standards and requirements.</li> <li>• Ability to use tools and cleaning equipment applicable to trade.</li> <li>• Ability to read, understand, and follow safety procedures.</li> <li>• Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		

<b>TOTAL</b>	
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<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <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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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>			x	
<b>Walk</b>			x	
<b>Sit</b>		x		
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>				x
<b>Talk or hear</b>		x		
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>				x
<b>up to 50 pounds</b>			x	
<b>up to 75 pounds</b>		x		
<b>up to 100 pounds</b>		x		
<b>more than 100 pounds</b>		x		

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Medium Work:</b> 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.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**