

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

COURIER

JOB SUMMARY: Under the supervision of the District Office or Food and Nutrition Services Supervisor, operate a truck or van in all weather conditions. Load, transport, unload and deliver mail, equipment, cash bags and/or food from one district facility to another on a regular, predetermined route. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Drive a van or truck on a scheduled route.
- Pick up and deliver inter-district mail, equipment, food and cash bags between buildings.
- Deliver cash deposits to the bank.
- Sort and load both incoming and outgoing inter-district mail.
- Load and transport food carts and food.
- Retrieve food carts, unload and store food and equipment.
- Maintain clean and neat personal appearance.
- Perform other job-related duties as assigned by the supervisor.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

- Minimum age of twenty-one.
- Possess a valid Washington State driver's license.
- High school graduate or equivalent preferred.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Communicate effectively with students, staff, parents and community members in oral and written form.
- Possess sufficient strength and agility to lift food carts, food, equipment and mail.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students, staff, parents and community members.
- Maintain confidentiality and display ethical behavior.
- Work efficiently and effectively.

PHYSICAL DEMANDS:

- Frequent exertion of 10 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Constant sitting, frequent stooping, bending, standing and walking and occasional ascending or descending of stairs.
- Frequent exposure to inclement weather conditions.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.