

## **Sparta Area School District**

### Article 261 - Specifications for the Maintenance Driver/Courier

The Maintenance Driver/Courier shall be concerned with all aspects of safety; driving, delivery security of all district buildings, vehicle security and safety of products and items being transported.

#### **QUALIFICATIONS:**

1. High School Diploma.
2. Valid Wisconsin Driver's License.
3. Ability to operate the school delivery van.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
6. Ability to access information using computers, phones, and other appropriate technology.
7. Attention to detail.
8. Ability to be positive and professional at all times.
9. Ability to relate and work well with students, parents and community members.
10. Ability to work effectively and efficiently in an unsupervised environment.
11. Ability to lift up to 50 pounds often.
12. Ability to endure frequent reaching, handling, balancing, stooping, kneeling, crouching, talking, hearing, and working with near acuity.

#### **SUPERVISION/EVALUATION:**

The Maintenance Driver/Courier reports to the Supervisors of Nutrition Services and Buildings/Grounds.

Maintenance Driver Courier should communicate problems or concerns to the Supervisors of Nutrition Services and Buildings/Grounds. The Director of Business Services may assist the Supervisors in addressing problems or concerns. If a problem or concern is not resolved, the problem or concern should be referred to the Superintendent.

#### **SUPERVISION/EVALUATION:**

The primary supervisor is the Supervisor of Nutrition Services. Performance of this job will be evaluated in accordance with the provisions of Sparta Administrative Rule. The Supervisor of Nutrition Services and Buildings/Grounds will evaluate the Maintenance Driver/Courier jointly.

**JOB GOALS:**

1. Provide on time delivery of district goods.
2. Assist in providing safe and efficient school operations through daily actions.
3. Maintain strong relationship between district, staff, and community.
4. Meet contractual obligations and adhere to board policy.

**PERFORMANCE RESPONSIBILITIES:**

Under the supervision of the Nutrition Services and Buildings and Grounds Supervisors, the Maintenance Driver/Courier will:

1. Follow the daily job duties as outlined and any other duties as assigned.

**EXAMPLES OF WORK:** (Including but not limited to:)

1. Mail delivery between buildings.
2. Copy deliveries between buildings.
3. Delivery of packages/books/computers between buildings.
4. Bank deposits to local financial institutions.
5. Delivery of School Nutrition meals as assigned
6. Delivery of contracted meals as assigned.
7. Pick up of daily School Nutrition items after lunch.
8. Help in School Cafeterias as needed.
9. Up keep of van, wash van, clean windows and inside of van.

Legal Reference:

Cross Reference:

Approved: May 22, 2018

Revised: