

COURIER
JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP

PURPOSE: To facilitate pickup and delivery of a variety of items for transport throughout the District.

PERFORMANCE RESPONSIBILITIES:

1. Picks up and delivers intra-school payroll, mail, laundry, school supplies, custodial supplies, audio visual equipment, and other items according to assigned orders and schedule.
2. Sorts and routes intra-District mail.
3. Responds to requests by building principals and other personnel for messenger services.
4. Makes special pick up and deliveries as requested, as approved, and as indicated on the special delivery form.
5. Keeps delivery truck clean and in good operating condition, making recommendations for service and preventive maintenance as required.
6. Performs warehouse duties as needed.
7. Performs such other tasks and assumes such other responsibilities as the Superintendent or his/her designee may assign.

Revised December 2016