

DISTRICT MAIL COURIER

QUALIFICATIONS:

1. Valid High school graduation or equivalent.
2. Valid New Jersey Driver's License and clean driving record.
3. Ability to work independently.
4. Ability to understand and follow written and verbal directions.
5. Physically strong and capable of handling heavy boxes up to 30 pounds without assistance.
6. Prior experience in similar position.
7. Submit to a criminal history check.

REPORTS TO: Reports to Facilities Coordinator

JOB GOAL:

To provide dependable and efficient mail delivery, courier, and errand service for the school district and to perform all necessary tasks in a cooperative and friendly manner. This will include making deliveries on a daily basis throughout the entire twelve-month period of all materials as necessary between schools and other locations as may be required.

PERFORMANCE RESPONSIBILITIES:

1. Provides daily pickup and delivery of interoffice mail between the six district schools, Board of Education offices and Buildings and Grounds/Transportation offices.
2. Performs pre-delivery sorting, inspection and determines necessary routing for delivery of mail and packages.
3. Deliveries to the Ocean County Office as required.
4. Separate, sort and distribute mail by department in Central Office area.
5. Deliver mail to school buildings in a timely manner.
6. Demonstrate initiative in performance of assigned responsibilities.
7. Follow attendance, punctuality and proper dress rules.
8. Deliver Board packets.
9. Performs other duties and responsibilities as assigned by supervisor.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

PHYSICAL DEMANDS:

- 1 Physically strong and capable of handling heavy boxes up to 30 pounds without assistance.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record