

## COURIER/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for both the collection, transportation, and delivery of materials, mail and supplies, as well as the efficient performance of cleaning tasks for the school district. The work is performed under general supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects, delivers and distributes mail, messages, food supplies, stationery, and other materials;  
Performs routine maintenance on vehicles, e.g., washing, cleaning, and tire changes;  
Checks vehicle for safe and economical operation;  
Keeps simple records on motor vehicle operations, such as mileage, fuel consumption.  
Cleans interiors of school buildings, and replaces supplies such as paper towel, toilet tissue, and soap;  
Dusts chairs, tables and other furniture;  
Washes windows, walls, woodwork, blackboards, sinks and other fixtures;  
Sweeps, mops and washes floors;  
Gathers and disposes of refuse;  
Assists with set up of tables and chairs for assemblies and meetings;  
Assists in minor maintenance tasks such as replacing lightbulbs;  
May deliver bank deposits;  
May occasionally assist in routine maintenance or basic use of office machines such as copiers and printers;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation, maintenance and care of light motor vehicles; some knowledge of cleaning methods, materials, and equipment; knowledge of the geographic area of the school district; ability to drive safely and skillfully; ability to follow simple oral and written instructions; ability to maintain simple records and make simple reports; ability to work well with others.

MINIMUM QUALIFICATIONS:

One (1) year of experience in driving a motor vehicle.

SPECIAL REQUIREMENT:

Possession of a current valid appropriate New York State drivers license at the time of appointment.