

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: COURIER/CUSTODIAN

REPORTS TO: Maintenance, Operations and Transportation Manager

SUPERVISES: No supervisory responsibilities

DEFINITION:

Drive a SLOCOE vehicle along an established route to SLOCOE sites, district school sites and other locations to pick up and deliver equipment, instructional materials, mail, packages and other materials. Receive, sort, distribute, and post mail. Perform related clerical support duties. Perform routine custodial duties at designated SLOCOE school facilities and sites during an assigned shift. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Sufficient training and experience to demonstrate the knowledge and abilities listed below.
3. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
4. Valid California driver's license.

KNOWLEDGE AND ABILITY:

1. Knowledge of traffic laws, defensive driving techniques and rules of the road.
2. Knowledge of proper loading and unloading of materials and equipment.
3. Knowledge of record-keeping and inventory control techniques.
4. Knowledge of operation of a computer and assigned software.
5. Knowledge of proper lifting techniques.
6. Ability to operate a computer and assigned software.
7. Ability to operate forklift, pallet jack, liftgates, personnel lift, dollies and carts.
8. Ability to meet schedules and time lines.
9. Ability to practice legal and defensive driving practices.
10. Ability to maintain regular and reliable attendance.
11. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
12. Ability to establish and maintain positive and effective working relationships with diverse populations.
13. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
14. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
15. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Sort, bag or load, equipment, mail, instructional materials, packages and other materials. Meter, weigh and apply postage to outgoing mail, instruction materials, packages and other materials.
2. Drive a SLOCOE vehicle to school sites and other locations to pick up and deliver equipment, instructional materials, packages, mail and other materials. Meet schedules and timelines. Drive along designated routes.
3. Load and unload equipment, mail and instructional materials from the receiving department and mail center and deliver to school sites and other locations.
4. Organize materials and equipment for delivery from receiving or warehouse. Inspect returned materials and equipment for damage and conformity to packing slips and specifications. Shelf returned items and assist in return process. Review shipments for accuracy. Process deliveries, which may include inventory

- data input, asset tagging, serial number and model number recording.
5. Prepare and distribute routine correspondence.
 6. Operate office equipment including a postage meter, copier, computer and software. Operate a two-way radio and cell phone to maintain contact.
 7. Maintain logs and records related to safety inspections, postage, deliveries and activities.
 8. Maintain vehicle in a safe, clean and proper operating condition. Perform safety inspections, check and replenish fluid levels, and clean vehicle interior. Arrange for vehicle maintenance, repairs and assist in transporting of white fleet vehicles.
 9. Perform routine custodial duties at designated SLOCOE school facilities and sites including classrooms, lounges, offices, hallways and other facilities during an assigned shift.
 10. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets. Spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.
 11. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals. Fill dispensers with towels, soap, toilet paper and other items. Clean mirrors, tile, walls, blinds, light fixtures and windows. Unclog drains and toilets.
 12. Pick up paper and other debris from grounds, walkways and areas adjacent to SLOCOE facilities. Sweep concrete surfaces adjacent to school building.
 13. Move and arrange furniture and equipment. Set-up and assemble chairs, tables and other furniture and equipment for special events and activities. Clean up furniture, equipment and debris following these events.
 14. Operate custodial equipment such as vacuums, mops, small hand and power tools, pressure washers, strippers, buffer/scrubber machines and other equipment. Perform routine general maintenance and repairs to facilities, buildings, fixtures and equipment. Replace screws, pipes, parts, components, light bulbs and tubes. Refer major maintenance and repair needs to appropriate personnel.
 15. Perform grounds maintenance duties in the beautification of designated grounds.
 16. Monitor and report safety hazards and need for maintenance and repair.
 17. Monitor inventory levels of custodial supplies. Assist with ordering, receiving, stocking and maintaining inventory of custodial supplies.
 18. Perform related duties as assigned within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Regular exposure to fumes, dust and odors.
3. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to load and unload supplies, and operate a variety of custodial equipment.
2. Reaching overhead, above the shoulders and horizontally.
3. Bending at the waist, kneeling or crouching.
4. Reaching overhead, above the shoulders and horizontally.
5. Climbing ladders and working from heights.
6. Repeated stepping into and out of elevated van or platforms.
7. Hearing and speaking to exchange information.
8. Seeing to load and inspect items for transport, and to perform custodial duties.
9. Walking, sitting or standing for extended periods of time.
10. Physical ability to lift 46 pounds from floor to waist.
11. Physical ability to lift 46 pounds waist to shoulder.
12. Physical ability to lift 21 pounds from shoulder to overhead.
13. Physical ability to carry 60 pounds (power floor buffer-2 persons)
14. Physical ability to push 87 pounds.
15. Physical ability to pull 87 pounds.
16. Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

1. Exposure to cleaning agents and chemicals.
2. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
3. Working on ladders.
4. Traffic hazards.
5. Driving a vehicle during adverse weather conditions.
6. Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)

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| Grade Allocation: 23 |
| Adopted: 12/9/2022 |
| Revised: 3/22/2023; 7/1/2024 |