

TITLE: COURIER & WAREHOUSE PERSONNEL

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Be clean and neat in appearance
3. Ability to meet Essential Job Task requirements
4. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties, or which might endanger the health and safety of district personnel
5. Possess a valid New Jersey Driver's License
6. Good organizational skills, moderate computer skills
 - a. To be able to operate all types of heavy equipment for a variety of purposes, such as for field renovation, removal of heavy equipment, snow removal and/or any other operation which requires the use of a heavy equipment operator
 - b. Ability to read, write and understand English sufficiently to perform the duties of this position
 - c. Ability to understand and carry out oral and written directions and to take needed safety precautions in performing all work
 - d. Ability to properly operate equipment and to maintain equipment records
 - e. Possess the necessary license to transport and carry out the duties of the heavy equipment operator
 - f. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Facilities Project Facilitator / Facilities Manager, Superintendent and or his/her designee

JOB GOAL: To safely and efficiently take deliveries from vendors, unload, organize, inventory products, delivery of material. To maintain a safe and clean environment in all warehouse and related storage facilities.

DUTIES AND RESPONSIBILITIES:

1. Must have experience and working knowledge to operate trucks, box trucks and forklifts.
2. Ability to clean equipment and park in appropriate locations.
3. To transport equipment to and from job sites.
4. To do safety checks on all assigned equipment when transporting or using the equipment.
5. The ability to work from verbal instructions and electronic / printed work orders.
6. Ability to assist in any emergency situation to keep facilities in operation.
7. Communicates with staff with status of deliveries.
8. Works in snow clearing operations.

COURIER/WAREHOUSE PERSONNEL (Continued)

9. Shall wear uniform and badge provided by the Board of Education.
10. Shall perform duties assigned but not limited to:
 - a. Delivery of inter-office mail and or other items
 - b. Receipt of items received from vendors from deliveries and storage and/or distribution of same
 - c. Clean vehicles and warehouse and related spaces
 - d. Pick up of products and materials from vendors as needed
11. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.
12. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: 8/27/2019