



Job Title: **Mailroom Delivery Worker**

Department: **Purchasing**

Supervisor: **Purchasing and Central Warehouse**

Lane Placement: **ESP Lane 4**

Schedule: **Not to exceed 4 hr daily or 20 per week 206 days a year**

FLSA Classification: **Non-exempt**

## **POSITION DESCRIPTION**

Under the supervision of the Warehouse Manager, the **Mailroom Delivery Driver** operate courier van to collect and deliver District Office mail and materials going to district schools and departments. Incumbent provides assistance to the Mailroom Clerk and Central Warehouse as needed.

## **ESSENTIAL FUNCTIONS**

- Picks up ingoing and outgoing interoffice mail, small packages and mail equipment from various School and District Offices.
- Helps prepare outgoing U.S. mail as time permits and as needed.
- Maintains accurate records and logs.
- Drives a courier van for pick-up and delivery.
- Provides assistance to the Mailroom and Central Warehouse with other tasks as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Requires High school diploma, GED or equivalent.
- 1-3 years of like work experience required.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate basic competence in reading, writing, and basic math.
- Job requires the ability to organize and distribute mail timely to proper designations.
- Requires the ability to work well with others in structured situations.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires ability to lift a minimum of thirty (30) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/9/2020