

DISTRICT DELIVERY CLERK /GROUNDS MAINTENANCE/CUSTODIAN**QUALIFICATIONS:**

1. High school diploma or its equivalent
2. Must possess proper state drivers license
3. Demonstrated aptitude or competence for assigned responsibilities
4. Physical strength and stamina to perform required work and able to lift and move heavy objects
5. Respect for and trustworthy with public and private property
6. Able to work with other employees and work around faculty members and students
7. Neat in dress and appearance and possess a cheerful and friendly attitude
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Building and Grounds Supervisor

JOB GOAL:

To insure full efficiency in the delivery of prepared meals, mail and district supplies, to insure full efficiency in grounds maintenance, and to complete manual work associated directly with the performance of a variety of custodial tasks.

PERFORMANCE RESPONSIBILITIES: District Delivery Clerk

1. Keeps delivery van in a clean and sanitary condition;
2. Delivers prepared foods from the production kitchen to outlying schools in a timely manner daily;
3. Picks up, sorts and delivers the District mail in a timely manner daily;
4. Unpacks items received and inspect for damages and defects;
5. Takes items from stock to fill requisitions and delivers them to requesting departments;
6. Takes physical counts periodically of stock on hand and verifies count with inventory control totals;
7. Maintains storeroom in orderly manner;
8. Unloads commodities on a monthly basis;
9. To be available for assigned work in the custodial and grounds maintenance departments when requested;
10. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

PERFORMANCE RESPONSIBILITIES: Custodian

1. Wet mop floors and halls;
2. Scrubs bathroom sinks, toilets, fixtures, floors and walls;
3. Operates vacuum cleaners
4. Washes walls, inside windows
5. Sets up furniture and equipment for special events;
6. Moves furniture and equipment
7. Performs limited grounds functions, such as trash pickup and snow removal;
8. Climbs ladders and replaces light bulbs;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

PERFORMANCE RESPONSIBILITIES: Grounds Maintenance

1. Assist other maintenance personnel in accomplishing building maintenance repairs and Renovation work;
 - a. Prepare proper tools, materials, equipment, and supplies necessary to complete given tasks;
 - b. Operate front end loader;
 - c. Operate riding lawn mowers;
 - d. Prepare, line and set up athletic field for required sporting events using WIAA guidelines;
 - e. Load and unload equipment, supplies from trucks and store and deliver as required;
 - f. Lubricate, lawn care equipment as required;
 - g. Remove snow and/or ice from sidewalks, parking lots and driveways as required;
 - h. Cut and trim all grassed areas around school buildings throughout the school district;
 - i. Cut, trim, replace or perform other maintenance required on trees, shrubs, or plants throughout the school district;
 - j. Remove, replace as necessary all blades on lawn care equipment;
 - k. Move school equipment from school to school as required.
2. Inventory, inspect, clean, secure, store, and maintain maintenance tools, custodial supplies, Equipment, materials and other supplies;
3. Work in an accepted and safe manner, maintain building and shop security and report safety Problems, accidents, thefts, damages, malfunctions promptly to the Building and Grounds Supervisor;
4. Perform other tasks and assume other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The workday shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the supervisor.

The yearly number of days worked in a school fiscal year shall normally be 260 days (2080 hours) unless a reduced yearly work schedule is approved by the District Administrator. Vacations and holidays, as determined by the District Administrator, shall be considered in the total days worked.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.