

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

COURIER

DEPARTMENT: Maintenance

JOB SCOPE

Reports to the Manager of Operations and Maintenance Services.
Operates light commercial vehicles to move materials, equipment and supplies between all district sites.
Orders, receives and distributes custodial and first aid supplies and equipment for all sites.
Works without close supervision.

MAJOR DUTIES AND RESPONSIBILITIES

Collects and delivers items in school mail and courier boxes in a confidential, prompt, safe and economical manner.
Orders, receives and distributes custodial and first aid supplies and equipment for all sites.
Moves furniture and equipment into and out of storage and between sites as directed.
Collects items for disposal from all sites as directed.
Coordinates destruction of confidential documents as directed.
Maintains work area in a clean and secure condition.
Ensures annual budgets for custodial and first aid supplies and equipment are spent appropriately.
Maintains current onsite MSDS binders for all Custodians.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Valid B.C. class 5 driver's licence.
Valid WHMIS Certificate.
Working knowledge of techniques involved in loading vehicles to ensure safe transportation and facilitate unloading.
Ability to maintain good working relationships with school staff, students and general public.
Good interpersonal and communication skills.
Good knowledge of custodial and first aid supplies and equipment.
Ability to organize and schedule efficiently and effectively.
Sufficient physical strength, stamina and co-ordination to enable handling of heavy articles for long periods of time.
Ability to work with speed and accuracy.
Ability to understand and effectively carry out oral and written instructions.
At least one to two years of recent experience in a warehouse environment and operating light commercial vehicles.

Revised May 1994
Reviewed Jun. 2000
Reviewed Apr. 2007
Reviewed Jun. 2010
Reviewed Jun. 2015
Revised Mar. 2019