

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: COURIER

JOB SUMMARY: An employee hired to perform delivery of goods throughout the district.
The employee is responsible to the Manager of Operations or designate.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent or willing to obtain.
2. British Columbia driver's license
3. Computer skills would be an asset.

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Meet deadlines.
3. Perform standardized and repetitive work routines.
4. Maintain confidentiality.
5. Be self-directed, work independently and/or work collegially in a team environment.
6. Drive on adverse road conditions.
7. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Maintain a weekly delivery schedule throughout the district.
2. Perform other job-related duties.