

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** CUSTODIAL/MAINTENANCE/SUPPLY  
**TITLE:** WAREHOUSE/COURIER  
**CALENDAR:** [WAREHOUSE/COURIER](#)  
**SALARY:** [GRADE 9](#)

### **Job Goal:**

Pick up and deliver material, supplies, films, mail and related items among schools and offices ensuring prompt communication and supply delivery.

### **Minimum Qualifications**

- High school diploma or equivalent
- Knowledge of U.S. Postal regulations
- Valid Arizona driver's license (and appropriate commercial driver's license, if required)
- Knowledge of major roadways in Chandler and metropolitan area
- Ability to organize work schedule
- Ability to maintain accurate records and follow up on non-deliveries
- Ability to work under hot and cold climate conditions
- Ability to work harmoniously with others
- Knowledge of and adheres to all policies, regulations and rules

### **Core Job Functions**

- Drive a car, station wagon, van or light truck to pick up and deliver material, supplies, films, mail and related items
- Deliver district mail to schools, County offices and U.S. Post Office
- Assist in maintaining accurate inventories for items processed through and stored in the warehouse
- Perform various filing duties
- Process purchased materials and supplies, including checking shipment for quality, quantity and damage; contacts vendors to expedite product deliveries
- Operate forklift and other material handling equipment
- Perform related duties as assigned
- Perform all duties in a safe and prudent manner as directed

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

## **Physical Requirements – Heavy Work**

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.