

SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: **COURIER**

JOB SUMMARY: An employee hired to perform courier mail delivery throughout the school district, who is responsible to and takes direction from an assigned supervisor.

QUALIFICATIONS REQUIRED:

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Meet deadlines.
3. Cope with standardized and repetitive work routines.
4. Maintain confidentiality.
5. Work with disagreeable conditions.

RESPONSIBILITIES AND DUTIES:

1. Ensure mail is picked up and delivered on a regular basis.
2. Meet required deadlines.
3. Perform other job related duties.