

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: District Courier
Reports To: Transportation Supervisor
Contract Terms: 12 Month Individual Contract, Part-Time, Not Benefits Eligible

Qualifications:

- Possesses a valid State of New Jersey Driver's license.
- Must possess a clean driving record.
- Is physically strong and capable of handling heavy boxes without assistance.
- Possesses integrity and a sense of loyalty to the school district and is able to maintain the confidentiality necessary for individuals having access to school property.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Job Goal: To provide dependable and efficient mail delivery, courier, and errand service for the school district and to perform all necessary tasks in a cooperative and friendly manner. This will include making deliveries on a daily basis throughout the entire twelve-month period of all materials as necessary between schools and other locations as may be required. During the school year when schools are in session the courier will also make deliveries for the food service contractor among the district's three schools and Board of Education office.

Performance Responsibilities:

- Daily delivery of interoffice mail between the four district schools, board of education offices, instructional services offices and the student services office when offices are open.
- Daily deliveries for the contracted food service (when schools are in session).
- Deliveries to Somerset County Office as required.
- Pick-up and delivery as required by the Superintendent's office or the Business Administrator's office as long as the deliveries are between 6:00 AM and 4:30 PM.
- Weekly delivery of Board of Education packets to the homes of members of the Branchburg Township Board of Education as requested by the Superintendent's Office or the Business Administrator's Office. When the

packets are not ready by 4:30 p.m. and the employee is required to return from his/her home, the employee will be compensated at his/her hourly rate.

- The Branchburg Township Board of Education will provide a vehicle for the employee to use for the courier duties.
- Performs all responsibilities in a professional, courteous and cooperative manner and while maintaining strict confidentiality of school, school district and Board of Education information and records.
- All other duties as assigned by the Business Administrator.

Evaluation

- In accordance with state regulations and Board of Education policy.

Board of Education Approved: August 13, 2009

Board of Education Approved Revision: August 26, 2010

Board of Education Approved Revision: May 17, 2023