

**BUSINESS OFFICE PERSONNEL
CENTRAL DELIVERY POSITION**

QUALIFICATIONS

1. Good health and physical ability to perform duties.
2. Exhibits a pleasing personality.
3. Must be able to lift at least fifty pounds.
4. Similar experience desired.

SUPERVISORY RESPONSIBILITIES

1. Position is supervised by the business manager.
2. Food service deliveries are also supervised by the school nutrition director.
3. Special projects are also supervised by the buildings and grounds director.

RESPONSIBILITIES

1. Maintains confidentiality of information regarding the school.
2. Presents a neat appearance.
3. Is familiar with rules, regulations, and policies of the school.
4. Establishes good rapport with administrators, staff, pupils, and the public.
5. Makes food, mail, and supply deliveries to district buildings.
6. Is punctual and makes on-time deliveries.
7. Delivers and picks up all mail from the post office.
8. Sorts and delivers mail to all buildings and to offices at Central Administration.
9. Maintains postage machine and posts all mail.
10. Assists with the distribution of food service commodities as needed.
11. Cleans and schedules timely maintenance of delivery vehicles.
12. Completes special projects as assigned during times school is not in session.
13. Other duties as assigned.