

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### **CUSTODIAN/DELIVERY PERSON**

##### **Definition**

Under general supervision, to drive a school vehicle in the pick up and delivery of mail, supplies, equipment and/or other items to schools and offices; to receive, store, ship, issue and deliver instructional materials, food and other supplies and equipment; to assist and/or serve as the custodian at a specific work site, as needed; and to do related work as required.

##### **Responsible to**

Designated Site Manager

##### **Examples of Duties**

1. Drives a delivery truck over a designated route to distribute materials, supplies and equipment to points in the District.
2. May pick up, sort and deliver District and U.S. mail.
3. Packages materials for safe transport.
4. Delivers perishable goods.
5. Maintains food service truck, including washing, checking tires, gasoline, oil and water levels.
6. Fill requisitions and marks orders for deliveries.
7. Assists with custodial duties at a specified work site such as cleaning, dusting, sanitizing, replenishing paper products, and emptying trash cans.
8. Keeps shelves and other storage spaces in a clean and orderly condition and maintains cleanliness in storage area.
9. Secures building at end of shift.
10. May lower flag at end of day.
11. Performs other duties as may be assigned.

##### **Qualifications Guide**

###### **Knowledge of:**

1. Safe and efficient procedures for truck loading and delivery.

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2. Safe driving practices.
3. Locations of various school plans and other District facilities.
4. Methods of receipt, storage and issuance of supplies, equipment, and perishable items.
5. Basic safety practice related to custodial work.
6. Modern cleaning methods, materials and equipment.
7. Maintenance principles.

#### **Ability to:**

1. Operate deliver trucks safely and economically.
2. Maintain specified delivery schedules in rush conditions.
3. Lift and carry heavy loads.
4. Work efficiently without close supervision.
5. Understand and carry out oral and written instructions.
6. Maintain cooperative-working relationships with those contacted in the course of work.
7. Plan and organize details of a work schedule efficiently.

#### **Training and Experience**

No direct experience is required; must have a good driving record and a work history demonstrating dependability and reliability; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **Physical:**

Good physical condition and fitness.

#### **License**

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May 1991

Job Description Revised: July 18, 1990

Job Description Revised: November 18, 1991

**Custodian/Delivery Person**

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