

## Middletown, CT Job Description

<b>Classification Title</b>	Delivery Worker (BOE)
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to deliver interoffice mail, cafeteria paperwork, food and supplies and cash deposits. ~~maintain the Caf  Services paper goods inventory district-wide, make Caf  Services bank deposits, make Caf  Services supply and paperwork deliveries district-wide, and makes district-wide interdepartmental mail deliveries including curriculum material distribution. The position may be assigned to work as a Caf  Worker on an as-needed basis to address absences. The work is performed under the direction of the Food & Nutrition Manager.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Submits monthly paper goods orders to Manager. Verifies orders delivered and distributes items district-wide as required. Maintains inventories for paper goods and supplies.~~ Delivers and picks up interoffice mail, related paperwork, timecards and cash deposits.
- ~~Delivers paper goods, supplies, government commodities, purchased food items and other items as required district-wide on an as-needed and assigned basis.~~ Delivers food and cafeteria supplies from one school to another.
- ~~On a schedule determined by the Manager, picks up cash deposits from cafeteria managers district-wide and deposits at a bank. Returns empty cash bags to cafeteria managers district-wide. Ensures deposit slips are returned to the Food Services Office on the day of deposit. Picks up government food from schools.~~ Delivers food to matching schools.
- ~~On a schedule determined by the Manager, delivers district-wide and returns to the Caf  Services Office all Caf  Services paperwork, folders, time cards, etc.~~ Distributes nursing supplies from central office to all city schools.
- ~~Makes district-wide interdepartmental mail deliveries including curriculum material distribution.~~ Delivers student suspension notices to parents as needed.

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- ~~May be assigned to work as a Café Worker on an as-needed basis to address absences.~~ Delivers documents to state education department in Middletown.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High School diploma or equivalent.

Appropriate education substitutions can be made.

#### Other

- Position requires a valid Connecticut Driver's License.

### PREFERRED QUALIFICATIONS

None.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and or/guidelines and/or group, rank, investigate and diagnose. Required discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to communicate orally and in writing with the Food & Nutrition Manager, school administration, principals, Café Managers and Workers, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Handle common inquiries or complaints

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- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate a motor vehicle, including a truck or van. Ability to operate a hand truck, dolly, carts or similarly related equipment.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as maintaining equipment.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, and pulling moderately heavy objects and materials. Ability to lift up to fifty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, material and tasks.~~

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Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors can cause discomfort and where there is a risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/01/15
<b>Dates revised</b>	