

Utility Person

Desired Qualifications:

Must be in good health and physically able to handle a large amount of freight.

Must be a good organizer of time, allow for schedule changes, adapt to unusual, but necessary requests, and be a self-starter--planning work for any time periods not specifically scheduled.

Must possess a cooperative attitude in his/her working relations with other school employees.

Must practice good habits of neatness and cleanliness.

Must have valid drivers permit and possess acceptable driving skills.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Business Manager and Head of Maintenance

Position Goal:

Provide an auxiliary service that assists other school personnel in the overall operation of the school. Free other employees of the school district from routine tasks that can be better performed by an individual with equipment and know how for the task.

Functions of Utility Person:

Get mail from the post office.

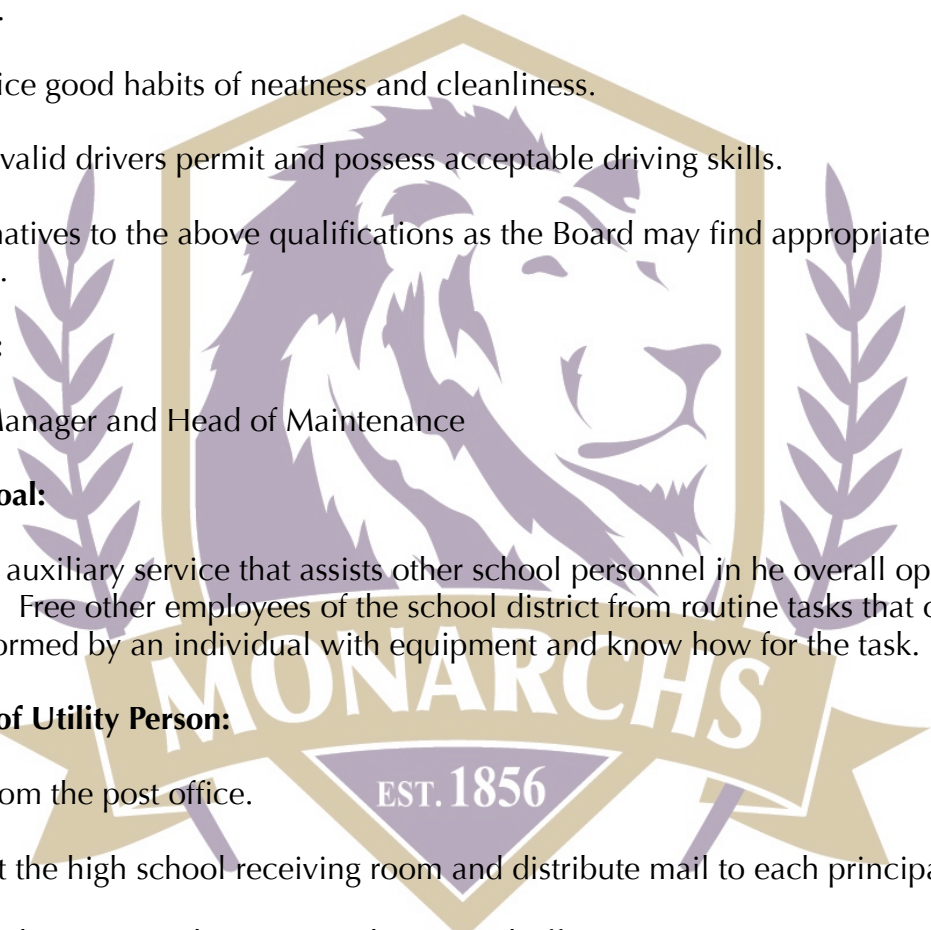
Sort mail at the high school receiving room and distribute mail to each principal's office.

Deliver lunch money and interior mail to central office.

Deliver freight from receiving room to proper buildings or rooms.

Properly stack and inventory equipment and supplies that are stored in the high school storage room. Also keep room clean and well organized.

Deliver lunch items to each building, placing supplies in areas needed by cooks, on a daily basis and return containers as needed.



DENISON COMMUNITY SCHOOLS

Assist with the unloading of janitorial and lunchroom supplies. Deliver supplies to buildings as needed.

Clean and organize storage in the locker rooms.

Keep utility van in proper state of repair and wash and lubricate regularly.

Drive morning and evening rural bus route.

Assist in the preparation of bid forms used in the purchase of custodial supplies, attending custodial meetings as needed.

Work with head maintenance personnel in the selection, ordering, inventorying and delivering of custodial supplies.

Haul equipment, supplies, and furniture between centers as necessary.

Pick up supplies from local stores or business places when necessary.

Haul students between buildings as the need arises in both public and parochial schools.

Deliver packages to UPS, post office, etc. when necessary.

In emergencies, be available to help with snow removal.

During summer months, work will consist mainly in assisting regular maintenance personnel in conducting both their interior and exterior summer maintenance and repair.

As needs arise and as time permits, be available when unusual circumstances develop.

Conduct other assigned work as required.

Terms of Employment:

Salary and benefits to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation.