

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Shipping/Receiving Custodian

Purpose:

The job of Shipping/Receiving Custodian was established for the purpose of handling all phases of receiving and delivery throughout the district; maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner.

Reports to:

The Shipping/Receiving Custodian is under the direct supervision of the Director of Facilities Management and must also respond to requests from building/district administrators.

Essential Functions

- Receives all incoming mail from U.S. Post Office and distributes throughout the district daily; collects all District mail and intra-district mail daily; meters postage on authorized mail; sorts all mail; and delivers intra-district mail to appropriate location and outgoing mail to U.S. Post Office daily.
- Ships, receives, and delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties throughout the District.
- Deliver board packets to board members homes and set up and take down furniture for Board of Education meetings.
- Schedule, pickup and deliver equipment and supplies being transferred between schools.
- Assist with moving supplies, furniture and equipment between district locations.
- Delivers to and from the following locations as needed by the District: all parochial schools within District boundaries, the Arlington Heights Memorial Library, the Elk Grove storage facility.
- Pick up bank deposits from all district locations and deposit at bank; pick up prior days bank bags with deposit slip from bank; pick up and deliver cafeteria money from schools to District Administrative Office daily.
- Inspects Dunton facility to ensure that the site is suitable for safe operations, is maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Prepares Dunton site for daily operations as may be required (e.g. raising/lowering flags, sweeping walkway, shoveling, salting, etc.) for the purpose of ensuring facility is operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Organize District storage facilities.
- Demonstrates good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity.

Other Functions

- Assists with cleaning assigned facilities and/or grounds (e.g. offices, restrooms, meeting rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Supports other maintenance staff (e.g. grounds, trades, etc.) as needed at Dunton.
- Provides information to administrators and staff for the direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Performs minor job related maintenance at Dunton for the purpose of ensuring proper functioning and usability of items.

- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building site.

Minimum Qualifications:

Specific skill-based competencies required to perform the essential functions of the job include: the ability to use current computer programs such as email, workorder and attendance programs; the ability to learn the district electronic workorder system; the ability to learn to use cleaning materials, disinfectants and equipment used in custodial work; the ability to understand and carry out oral and written instructions; and the ability to establish and maintain effective relationships with those contacted in the course of work.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: demonstrated aptitude for successful completion of tasks, the ability to comprehend the schedule for all the assigned areas. Other competencies include the ability to develop schedules and learn procedures and the use of tools and equipment used in custodial and simple maintenance work, and the ability to work with limited supervision often working alone.

Flexibility is required to satisfactorily perform the functions of the job and includes adapting to changing work priorities and meeting deadlines and schedules.

The performance of this job's essential functions require the following physical demands: ability to see out of both eyes; ability to read printed words on paper and on a computer screen; ability to read, understand and follow traffic signals and signs; ability to hear out of both ears; ability to understand and speak English; significant lifting (75%), carrying (75%), pushing (50%), and/or pulling (50%); frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. The employee should be able to lift and carry up to 80 pounds, be able to lift and empty full mop buckets and be able to empty a 44-gallon trash bin into a dumpster.

The essential functions of this job require the individual possess a valid driver's license, have evidence of a safe driving record, and be capable of driving a full-size delivery van.

Language Skills:

The essential functions of the job require the individual possess: the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; the ability to write routine reports and correspondence; the ability to speak effectively with staff, students, and community members; and the ability to speak and understand English.

Working Environment:

The job is performed under wide temperature variations and all weather conditions.

Experience: Job related experience preferred.

Education: High School diploma or equivalent is preferred

Performance Responsibilities

The specific duties and responsibilities of the Shipping/Receiving Custodian shall be to:

- Pick up U.S. mail from post office for Administrative office and pick up all mail for all District 25 locations in the summer months.
- Inter-school delivery from Administrative office to District 25 schools.
- Set up and take down District 25 Board meetings.
- Deliver Board packets to Board of Education members homes.

- Pick up books from Arlington Heights Memorial Library and deliver to District 25 schools.
- Deliver between District 25 and parochial schools located within District boundaries.
- Pick up and take back file boxes to Elk Grove storage location for District 25.
- Pick up cafeteria money from schools and deliver to District 25 Administrative Office.
- Move all music equipment (risers, drums, flip forms, etc.) to all schools.
- Move PE equipment (i.e., bowling, Heart course equipment).
- Meter all U.S. mail (i.e., UPS, certified mail) from District 25 schools and Administrative Office and then deliver to Arlington Heights Post Office.
- Snow removal and salting of Dunton Administrative Office grounds.
- Receive paper deliveries at Dunton and physically restock all departments' paper stock locations.
- Schedule and plan all day to day deliveries and work orders.
- Move teachers transferring to different schools in the summer months.
- Finding room and organizing warehouse and mobiles at Rand School location.
- Take cafeteria and all District 25 school locations' money deposits to the bank and pick up bags with deposit slips.
- Pick up and deliver all technology equipment and cartridges to schools and back to Dunton Administrative office for repairs.
- Move furniture, supplies, and miscellaneous equipment as needed;
- Be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- Report injuries, accidents, and illness (absences) to the district administrator;
- Operate a district vehicle observing traffic laws and using defensive driving practices
- Communicate effectively with district personnel;
- Perform other duties as assigned.

FLSA Status: Non-Exempt