

MESSENGER – CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents of this position provide a pick-up and delivery service involving the operation of an automobile, light truck, or van, or within walking distance. An incumbent delivers mail, records, packages, films and other materials to points both within and outside a school district. An incumbent may also perform additional simple clerical tasks when not performing delivery functions. Clerical work is limited to keeping records concerning such deliveries, and the operation of a postage meter, copier, or similar office machinery. In addition, the incumbent performs routine work in the cleaning and maintenance of school district buildings and grounds. Duties may involve the performance of minor repair tasks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Picks up and delivers mail, records, films, packages, cartons, reports, and other materials on foot or by automobile, light truck or van to offices/buildings both within and outside of the school district;

Sorts incoming mail and prepares mail for delivery, as required;

Utilizes postage meter to stamp and seal outgoing mail;

Transports food inventory and prepared lunches to schools within the district;

Delivers bank deposits;

Keeps record of items received and delivered;

Cleans, washes and maintains automobile or light truck used for deliveries;

Operates various office machines, i.e., postage meter, copier;

Sweeps, mops and waxes floors; washes walls and windows, dusts and performs other cleaning duties;

Dusts desks, woodwork, furniture and other equipment;

Cleans and mops lavatories and locker rooms and replaces soap or towels;

Empties wastebaskets and collects and disposes of refuse;

Moves and arranges chairs, tables and other furniture or equipment;

Checks windows and doors to see that they are closed and locked when proper;

Assists with heavy work in kitchen and cafeteria;

Mows, reseeds, rolls, and fertilizes lawns and athletic fields;

Performs groundskeeping activities such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris;

EXAMPLES OF WORK (Illustrative Only) (Continued):

Makes minor repairs to furniture, windows and shades, locks, faucets, heating system and other equipment;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of safety precautions involved in the operation of light automotive equipment; working knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with accepted procedures and practices of grounds maintenance work; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to get along well with others; ability to make minor repairs; ability to lift deliveries up to 50 pounds; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; willingness to perform custodial and other manual tasks; thoroughness; dependability; courtesy; neat personal appearance; physical endurance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) completion of two (2) years of high school or trade school or (b) two (2) years of work experience.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J.C. Non-Competitive
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Job Class Code: S432