

CLEANER/DELIVERY DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs a dual function as a Cleaner and Delivery Driver in a school district. The cleaner work involves efficient performance of simple and repetitive cleaning tasks. The Delivery Driver involves responsibility for using skill in the safe operation of a one-ton or similar truck used to deliver goods. The incumbent acts in accordance with the rules and regulations of the department as well as all Motor Vehicle and Traffic Laws to ensure safe operation of the vehicle. Work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Cleaner:

Sweeps and mops floors;

Vacuums rugs;

Cleans windows, walls, woodwork, tables, furniture, water closets, tubs and bowls;

Replenishes soap, paper towels and other supplies as necessary;

Empties waste baskets and disposes of trash;

Varnishes, shellacs, and polishes furniture and brass;

Moves tables and chairs to accommodate activities.

Delivery Driver:

Operates a one-ton or similar truck to transport goods to various sites;

Receives goods and supplies at central warehouse, stockroom, offices, mailroom, print shop, etc;

Checks the operating condition of the vehicle before starting on a trip and reports any mechanical defects, and minor or major accidents to immediate supervisor; Loads and unloads vehicle with requisitioned goods;

Keeps records of delivery schedules and procedures;

Performs minor maintenance tasks and cleans vehicles when necessary;

May be required to run various errands for department;

May be required to assist with related tasks of a physical nature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Cleaner:

Good knowledge of cleaning practices, supplies and equipment, as well as the ability to use them efficiently and economically;

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Ability to understand and follow simple oral directions;
Ability to get along well with others;
Thoroughness; Dependability;

Delivery Driver:

Good knowledge of safe driving practices under all driving and road conditions;
Good knowledge of department rules and regulations and Traffic and Motor Vehicle Law as it pertains to operating a truck;
Ability to understand and follow simple written and oral directions;
Ability to make minor mechanical repairs on vehicle;
Ability to maintain written records;
Ability to safely lift case goods and supplies of considerable weight;
Mechanical aptitude;
Mental alertness; Courtesy; Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: NONE

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle Operator's License.