

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Courier

SUMMARY

Under direction is responsible for the distribution of internal and external mail, recycling, supplies and equipment using District vehicles. Maintains inventory of custodial supplies and equipment.

DUTIES

- Processes and distributes District internal and Post Office mail; forwards deliveries from external couriers
- Operates District vehicles, conducts daily pre-trip inspection and ensures interior and exterior cleanliness of vehicle and trailer
- Organizes recyclables from District sites and delivers to recycle depot
- Lifts, moves, transports and distributes supplies, furniture, equipment and other items, including use of a trailer
- Supports District programs by distributing supplies, materials and resources as required
- Assists with event setup and takedown
- Maintains postage accounts and recycling records, generates daily logs and related reports
- Inventories, researches and purchases custodial & first aid supplies and equipment, using accounting software
- Maintains custodial supply rooms at all District locations
- Supports District Operations personnel as required
- Uses WHMIS, sources and distributes data sheets

Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Two years' experience in related work
- Valid BC Class 5 drivers' license
- Current WHMIS Certification
- Demonstrated ability operating a vehicle with a trailer
- Demonstrated ability to lift and load safely up to 50 pounds
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Building Services Supervisor.

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:
Jesse Guy, Secretary Treasurer
May 7, 2025

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas President
May 7, 2025

Classification: Operations IV

JJEC approved date: May 7, 2025