

**SCHOOL DISTRICT No. 64 (Gulf Islands)**  
**Job Description**  
**Courier, Building Services Team Lead**

**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. Supports Operations personnel and provides summer leadership for the Building Service Worker (BSW) team.

**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
- 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
- Collects, stores and delivers District confidential shredding
- Supports District Operations personnel as required
- Assists in coordination of BSW work schedules, leads BSW summer work teams
- 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
- Building Service Worker Level 1 Certificate
- 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 V**

JJEC approved date: May 7, 2025