

**Central Valley School District  
Job Description**

**TITLE        Instrument Courier**

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**GENERAL SUMMARY**

The Instrument Courier delivers various musical instruments from site to site.

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**ESSENTIAL JOB FUNCTIONS**

1.     Delivery of musical instruments from site to site.
  2.     Perform other duties as required by the supervisor
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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Communications.

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**MENTAL DEMANDS**

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**PHYSICAL DEMANDS**

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**QUALIFICATIONS:**

1.     Qualified and able to operate District owned vehicle.
  2.     Possess a valid driver's license.
  3.     Have evidence of a safe driving record.
  4.     Ability to lift bulky objects required.
  5.     Ability to follow written and oral instructions.
  6.     Possess a high school diploma or equivalent.
  7.     Have ability to organize and sort materials and items.
  8.     Have ability to prepare and maintain a consistent daily delivery schedule.
  9.     Maintain appearance and conduct suitable for working in proximity to students, other district staff and the public.
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**UNIT AFFILIATION**

PSE - Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Created 04-17