

JOB DESCRIPTION**Position Title:** Facilities Courier**Department:** Facilities**Reports to:** Facilities Maintenance Lead**Supervises:** N/A**Classification:** Part-time **Status:** Non-Exempt

PLEASE NOTE: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

POSITION OVERVIEW: The Facilities Courier is a moderately visible member of the organization, and required to be highly responsive, and extremely reliable. Responsible for handling mail enterprise wide.

ESSENTIAL FUNCTIONS:

1. Securing and manning entrances during “closed” hours and preparing lobby area for day’s business.
2. Dispatch Room, general cleaning, maintaining coffee and water supplies. Cleaning the grounds and parking lot of trash and debris.
3. Sort and process outgoing and incoming USPS and interoffice mail.
4. Pick up departmental mail areas for customer delivery.
5. Perform or report basic maintenance duties for the building(s) to ensure efficient and safe properties.
6. Performs other work related duties as assigned.
7. Must be able to work flexible hours with occasional call backs

PLEASE NOTE: To perform this job successfully, an individual must be able to perform each essential duty satisfactory. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

High school education desired

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Ability to read, writes, speaks and understands English fluently.
2. Strong communication and interpersonal skills.
3. Ability to meet or exceed the company’s attendance and punctuality standards.
4. Ability to evaluate objectively, fairly, and consistently.
5. Ability to understand and follow directions as given and work with minimal supervision.
6. Use miscellaneous office equipment calculators, computers, FAX machines, copy /scanners, etc.).

PHYSICAL REQUIREMENTS:

1. Ability to push minimum or lift 50 pounds (files and supplies).
2. Bending at the waist, sitting, kneeling, walking and driving.

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

I do hereby certify that I have read and do understand the above job description. I also understand and agree that Century Bank and Trust has the right to change or otherwise modify this job description at any time.

Signature

Print Name and Date