



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
g. Supervise MN CEP personnel when assigned to unit, in proper cleaning of desks, walls and grounds h. Perform other custodial or maintenance work as assigned 3. Assist in collection and delivery of materials and supplies a. Deliver mail to the senior high. b. Deliver various supplies and equipment to schools as requested c. Perform other routine duties as directed 4. Complies with District and Departmental policies a. Attends mandatory training sessions b. Follows chain of command in organization c. Required paperwork completed on time d. Uses safe procedures and practices 5. Other duties as assigned by supervisor		A D D D D M D D D D			g. MN CEP personnel were supervised properly h. Other work as assigned was completed 3. Employee assisted in collection and delivery of materials and supplies a. Deliver mail to senior high each day and in a timely manner b. Supplies and equipment were delivered to the schools as requested and on time c. Other routine duties were performed as requested and in a timely manner 4. Evidence exists that District and Departmental procedures are complied with a. Training sessions are attended b. Chain of command is followed c. Paperwork is completed by due date d. Safety procedures and practices are observed 5. Other duties were completed in a timely manner.