
CALVERT COUNTY PUBLIC SCHOOLS

Prince Frederick, Maryland 20678



NOTICE OF VACANCY
(Date of Posting)

POSITION: Shipping, Receiving, and Distribution Specialist

LOCATION: Central Office Warehouse

JOB SUMMARY: With supervision, performs responsible storekeeping work in the receipt, storage, issuance, and shipment of warehouse items to schools and offices. Work requires a good knowledge of storekeeping, delivery, and sanitation procedures and familiarity with a wide variety of commodities stored or processed through a central warehouse facility.

REPORTS TO: Shipping, Receiving, and Distribution Specialist – Foreman and/or the Director of Procurement and Resource Management

KNOWLEDGE, ABILITY AND SKILLS: At the time of application, the candidate must have:

1. High school diploma or possession of a GED certificate.
2. Valid Maryland Class C driver's license. The chosen candidate will be required to provide Calvert County Public Schools with a copy of his/her driving record.
3. Minimum of three (3) years' experience in warehouse operations and procedures preferred.
4. Knowledge of recordkeeping and shipping methods/practices.
5. Knowledge of storage requirements for all supplies, materials and food commodities.
6. Knowledge of sanitation requirements for food storage.
7. Ability to make complete and accurate checks of supplies entering and leaving the warehouse.
8. Ability to perform minor repairs of stock items.
9. Ability to prepare accurate reports.
10. Ability to read, write, and make arithmetic computations.
11. Ability to analyze problems and recommend viable solutions
12. Skill in the safe operation of forklifts and other power industrial equipment; related OSHA training preferred
13. Skill in the operation of a computer.
14. Demonstrated good judgment in making decisions.
15. Demonstrated proficiency in organization skills.
16. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
17. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
18. Willingness and capability to work beyond the normal workday as needed to meet deadlines.
19. Proven ability to react to change productively and to perform other duties as assigned.
20. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
21. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Receives shipping requests.
2. Pulls supplies requested from stock.
3. Checks quantity and description of items prior to shipping.
4. Assists in the pulling, packing and delivery of shipments to schools and offices.
5. Inspects incoming shipments against purchase orders to determine correctness of quantity, quality and description.
6. Prepares claims against carriers for damaged or defective items.
7. Maintains records on stock items and distribution of materials.
8. Oversees the storing of warehouse items with sufficient stock to expedite the filling of orders.
9. Ensures proper rotation of stock.
10. Inspects food products for rodent and/or insect infestation.
11. Isolates suspect product and makes arrangements for proper treatment.
12. Complies with all federal, state, and local health requirements.
13. Uses computerized shipping and receiving system.
14. Operates forklift and delivery truck as needed.

15. Disposes of unserviceable or obsolete inventory.
16. Thinks, concentrate, and interacts positively with others.
17. Comes to work promptly every day.
18. Works under stress and meets deadlines.

OTHER DUTIES: Performs related work as required or assigned by the Shipping, Receiving, and Distribution Specialist – Foreman and/or the Director of Procurement and Resource Management.

PHYSICAL DEMANDS: Ability to move heavy items weighing up to 75 pounds and to perform work requiring sustained moderate physical effort.

UNUSUAL DEMANDS: May be subject to flexible work hours.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications and experience applied to the salary schedule for support employees on Grade 014. If chosen for this position, the candidate must enroll in direct deposit.

EVALUATION: Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

FLSA STATUS: Non-Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION: (Date of vacancy)

APPLICATION PROCEDURE: Application deadline is (deadline date).

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
 - Director of Human Resources
- 410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.