



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

## **NOTICE OF VACANCY**

DATE

### **POSITION:**

SHIPPING, RECEIVING, AND DISTRIBUTION SPECIALIST

### **LOCATION:**

Central Office Warehouse

### **POSITION 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 Supervisor of Finance - Procurement

### **EDUCATION, CERTIFICATION, AND EXPERIENCE:**

1. High school diploma or possession of a general education development (GED) program 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.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Knowledge of recordkeeping and shipping methods/practices.
2. Knowledge of storage requirements for all supplies, materials and food commodities.
3. Knowledge of sanitation requirements for food storage.
4. Ability to make complete and accurate checks of supplies entering and leaving the warehouse.

5. Ability to perform minor repairs of stock items.
6. Ability to prepare accurate reports.
7. Ability to read, write, and make arithmetic computations.
8. Skill in the operation of forklifts and other power industrial equipment.
9. Skill in the operation of a computer.
10. Demonstrated good judgment in making decisions.
11. Demonstrated proficiency in organization skills.
12. Skill and ability to communicate orally and in writing with individuals within and outside the school system.
13. Proven ability to work with a minimum of direct supervision and to carry a project to its completion.
14. Willingness and capability to work beyond the normal workday as needed to meet project deadlines.
15. Proven ability to react to change productively and to perform other duties as assigned.
16. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
17. 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.

**OTHER DUTIES:**

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Supervisor of Finance – Procurement, Shipping Specialist Foreman, or designee.

**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 applied to the salary schedule for support employees

(Scale 14). All employees are encouraged to have automatic payroll deposit.

**FLSA STATUS:**

Non-exempt

**EVALUATION:**

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

**EFFECTIVE DATE OF POSITION:**

Immediate Vacancy

**APPLICATION PROCEDURE:**

**This posting will remain open until filled.**

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

References must be directly related to education experience and must include 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.

**House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement**

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

**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  
443-550-8000

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

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**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. Cecelia Lewis  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell  
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 for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.