



CALVERT COUNTY PUBLIC SCHOOLS
Prince Fredrick, Maryland 20678

JOB DESCRIPTION

POSITION	Equipment Operator
DEPARTMENT	
LOCATION	TBD
REPORTS TO	Supervisor of Procurement or Designee
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 9: \$21.54/hr - \$27.18/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	
POSITION SUMMARY	Assists with the daily operations of the Board of Education Warehouse and Child Nutrition Programs by delivering interoffice mail, warehouse stock, food, equipment and additional supplies to CCPS departments and school sites. Also assists with CCPS summer meal distribution.

EDUCATION, CERTIFICATION AND EXPERIENCE

1. High School diploma or possession of a GED Certificate.
2. Valid Maryland driver's license and motor vehicle insurance. The chosen candidate will be required to provide CCPS with a current copy of his/her Maryland driving record prior to beginning employment.
3. Valid Maryland driver's license and motor vehicle insurance.

SPECIAL REQUIREMENTS

None

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. Ability to follow oral and written instructions.
2. Strong verbal communication and organizational skills.
3. Ability to operate a box truck (or similar vehicle) required.
4. Ability to operate a vehicle with an air brake system preferred.
5. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
6. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES

1. Works cooperatively with the School Facilities Department to keep vehicles in reliable operating condition at all times to prevent or minimize breakdowns.
2. Follows all safety rules and reports any accidents or injuries promptly to Supervisor.
3. Keeps vehicle clean.
4. Adheres strictly to designated pick-up and delivery schedule.
5. Loads and unloads the food carriers.
6. Transports the carriers in such a manner as to avoid damage to carriers and food.
7. Returns empty carriers to Preparing Kitchen daily.
8. Returns delivery tickets complete and promptly.
9. Maintains proper food safety in compliance with local health department regulations.
10. Picks up and delivers inter-school/office mail.
11. Loads daily delivery trucks with warehouse supplies and miscellaneous items to be delivered.
12. Assists in keeping warehouse working area neat and orderly.
13. Assists in conducting warehouse inventory.
14. Keeps all paperwork neat and organized.
15. Completes all paperwork accurately and submits in a timely manner.
16. Assists in all areas of the Child Nutrition and Warehouse program operations as directed.
17. Thinks, concentrates, and interacts positively with others.
18. Comes to work promptly every day.
19. Works flexible hours as necessary.
20. Works under stress and meets all deadlines.
21. Travels from school to school as necessary.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 Child Nutrition and/or the Supervisor of Procurement.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS

1. Exerts moderate physical effort, including lifting and carrying food items and objects weighing up to fifty (50) pounds. Frequent reaching and bending
2. Standing and walking on hard flooring for long periods of time
3. Working around a wide range of temperatures commonly found in a commercial kitchen/warehouse environment
4. Working with commercial chemical cleaning agents

UNUSUAL DEMANDS

None

EVALUATION

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

APPLICATION PROCEDURE

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocrcas.ed.gov/> or call 1-800-421-3481.