



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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[www.hcps.org](http://www.hcps.org)

November 4, 2021

AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT












HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

#### **DISTRIBUTION CENTER ASSOCIATE I** **Distribution Center/Forest Hill Annex – Procurement Department** **January 1<sup>st</sup> Vacancy**

To perform duties associated with the receiving, packaging and the delivery of supplies, food supplies, mail, printed forms, films, books, and other items as required. To perform other duties related to the operation of the Distribution Center as directed.

#### **DUTIES AND RESPONSIBILITIES INCLUDE**





*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

-  Operates a food supply delivery vehicle and delivers and transfers supplies, mail, printed materials, films, books, and other items to schools, central office buildings and other locations as required.
-  Operates various delivery vehicles according to a rotating schedule that includes driving a courier van, a freezer cargo truck, and a cargo truck.
-  Loads and unloads supplies and materials using such equipment as a forklift truck, pallet truck, delivery truck, handcart, etc.
-  Performs specified logistical and supply operations such as picking, packing, inventorying, receiving, and distributing.
-  Monitors and regulates freezer temperature. Alerts supervisor of irregularities.
-  Pulls, stocks, packages, and identifies each order per shipping transaction to school cafeterias.
-  Provides assistance with the freezer operations as needed.
-  Cares for assigned vehicles and performs vehicle inspections.
-  Maintains records of materials received and dispersed.
-  Participates in the various duties associated with taking an annual inventory.
-  Performs other work-related duties as assigned.

#### **SALARY**

Grade 4 of the Salary Schedule for AFSCME (\$33,306).

#### **REQUIREMENTS**

-  High school diploma or GED.
-  Knowledge of simple mathematics and accuracy in checking, posting, and accounting.
-  Hold, or able to obtain, and maintain a commercial driver's license with an air brake endorsement.
-  Able to lift in excess of 50-pound cases overhead, manage hand truck loads in excess of 300 pounds and able to handle a pallet truck weighing 2,000 pounds or more.

#### **HOW TO APPLY**

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

### ***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***