



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

November 29, 2023











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 Central Office – Food & Nutrition/Warehouse

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. Performs other duties related to the operation of the Distribution Center as directed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE






*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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.
-  Pulls and packs items according to department standards that are scheduled for delivery 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, materials, and products using such equipment as a forklift truck, pallet truck, delivery truck, handcart, etc.
-  Assists with uncrating, assembly and delivery of items to school locations.
-  Monitors and maintains a safe and healthy working environment, including freezer and refrigerator temperatures. Alerts supervisor and lead of irregularities.
-  Cares for assigned vehicles and performs vehicle inspections.
-  Maintains accurate records of materials shipped and received.
-  Assists with controlling and managing inventory.
-  Performs other work-related duties as assigned.

#### SALARY

Grade 4 of the 12-Month AFSCME Salary Schedule (\$38,941).

#### TRAINING AND EXPERIENCE REQUIRED

-  High school diploma or GED.
-  Basic mathematical skills.
-  Excellent interpersonal skills.
-  Hold, or able to obtain, and maintain a commercial driver's license with an air brake endorsement.
-  Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including lifting materials weighing up

to 50 pounds. manage hand truck loads in excess of 300 pounds, handle a pallet truck weighing 2,000 pounds or more, and work in subzero (-10) freezer environment.

## 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 **December 12, 2023**.

The Board of Education of Harford County Public 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 Involving **students, refer to:** Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 375-0408](tel:4103750408) or [Kenneth.miller@hcps.org](mailto:Kenneth.miller@hcps.org); Involving **all other members of the school community, refer to:** Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\(410\) 809-6087](tel:4108096087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

## AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE