



T U L S A

PUBLIC SCHOOLS

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Job Description

Job Title: Distribution Specialist III

Reports to: Warehouse Manager
Department: Materials Management
Number of Days: 12 Months
Compensation: MT-08
Overtime Status: Non-Exempt
Date Job Revised: September 2, 2011

Position Summary:

General warehouse duties including receiving, stocking, counting inventory, assembling loads for delivery based on delivery lists and driving delivery truck as needed.

Qualifications/Job Requirements:

Education:

- High school diploma or equivalent.

Specialized Knowledge, Licenses, etc:

- Must have a Commercial Driver's License/Class B, or must pass written test before employment and driving test within 45 days.

Experience:

- Forklift experience a plus

Specific Training/Skills:

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Physical Requirements (If Applicable):

- Ability to lift 50 pounds.

Other:

- Ability to read and write well.
- Cooperative attitude.
- Logical reasoning ability.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Load and unload trucks.
- Check receipts against delivery tickets.
- Sort incoming stock, stock shelves.
- Perform inventories.
- Gather and assemble goods for delivery.

- Serve as delivery truck driver.
- Operate pallet jack and forklift.
- Other duties as requested by the Warehouse Supervisor, Assistant Warehouse Supervisor, or Leadperson.