



T U L S A

PUBLIC SCHOOLS

Job Title: Distribution Specialist 5

Department: Warehouse
Reports To: Warehouse Supervisor
Grade: MT-09
Number of Days: 12 Months
Security Access: None
Current Date: August 20, 2012
Overtime Status: Non-Exempt

Job Objectives: Drive delivery truck, load and unload trucks, receive, record and stock materials as required, take inventory, prepare paperwork, read and fill warehouse requisitions.

Minimum Qualifications:

- High school diploma or equivalent.
- Commercial driver's license (Class B) or have passed the written test prior to employment and successfully complete the road test within 45 days of employment.
- Experience in the warehouse operations preferred.
- Ability to operate pallet jacks and forklift.
- Able to lift 50 pounds repetitively.
- Able to bend, stoop and climb.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Load delivery trucks and deliver product to the schools.
- Assist cafeteria managers with placement of product.
- Perform other duties as required by the Warehouse Supervisor or his/her designee.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to read and write well.
- Have a cooperative attitude and have a logical reasoning ability.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- This position requires, approximately 10% of the shift will be outside.
- Many of the items to be delivered will be 30 to 50 pounds.
- Required to drive in inclement weather and traffic conditions.

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