



## **ORCUTT UNION SCHOOL DISTRICT CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)

**Departments, Human Resources, Documents, Applications for Employment, Application for  
Employment - Classified**

**May 2, 2022**

- POSITION:** **WAREHOUSE DISTRIBUTION SPECIALIST**  
Full time, 8 hours daily, 12 months per year
- SALARY:** \$3,529.00 - \$4,504.00 per month
- QUALIFICATIONS:** See job description
- LICENSES & CERTIFICATES:** Valid California Driver's License
- TO APPLY:** Submit a Classified Application (if one is not already on file), resume and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** Until filled
- INTERVIEW/TESTING:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

### General Requirements Upon Offer of Employment

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

***"The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates"***

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

# ORCUTT UNION SCHOOL DISTRICT

## CLASS TITLE: WAREHOUSE DISTRIBUTION SPECIALIST

### BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation, order, receive, inspect, store and issue supplies and materials including instructional, maintenance and food service supplies; maintain adequate stock and assure proper inventory control of supplies and materials; operate a motor vehicle to pick up and deliver intra-district mail, supplies and other materials to various locations in the District; assist with warehouse activities.

### REPRESENTATIVE DUTIES:

Receive and inspect deliveries of supplies and materials including instructional, maintenance and cafeteria supplies; check to assure compliance with purchase order specifications; note and report shortages, damages and other discrepancies as appropriate. *E*

Process supply orders and issue supplies and materials. *E*

Order supplies and materials as needed. *E*

Maintain perpetual physical inventory and update inventory records. *E*

Pick up and deliver United States and intra-District mail; coordinate package deliveries with postal services and shipping companies. *E*

Communicate with other District and site personnel and vendors as necessary. *E*

Maintain a variety of records. *E*

Operate a pallet jack, forklift and hand truck; drive a District vehicle on regularly scheduled delivery routes; maintain routine records regarding pick-up and deliveries. *E*

Load and unload mail, warehouse items, food service supplies and other materials as assigned; assist with stocking warehouse and inventory activities; purchase items from vendors as directed. *E*

Deliver District payroll and petty cash to each school; pick up and deliver ASB funds; make bank deposits as assigned. *E*

Maintain vehicle in safe operating condition by fueling and performing routine maintenance. *E*

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Procedures related to ordering, receiving, inspecting, storing and issuing supplies and materials.

Materials, equipment and supplies used in a school district.

Inventory, practices, procedures and control techniques.

Record-keeping techniques.

Health and safety regulations; appropriate safety practices and procedures.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Technical aspects of field of specialty.  
Basic oral and written communication skills.

**ABILITY TO:**

- Operate a motor vehicle observing legal and defensive driving practices.
- Use a variety of tools and equipment utilized in storekeeping operations.
- Pick-up and deliver materials and supplies.
- Lift objects weighing up to 50 pounds; occasional lifting of up to 70 pounds.
- Assist with warehouse activities.
- Use a computer and applicable software to maintain records and prepare reports
- Understand and follow oral and written instructions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work; meet schedules and time lines.
- Maintain routine logs, records and inventory.
- Work cooperatively with others.
- Determine and maintain appropriate stock levels.
- Establish and maintain effective storekeeping standards and procedures.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively with others both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others demonstrating tact, patience and courtesy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above. Prior experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.  
Appropriate license to operate a forklift

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor environment
- Regular exposure to fumes, dust and odors
- Driving a vehicle to conduct work

**PHYSICAL ABILITIES:**

- Lifting heavy objects
- Bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Pushing and pulling equipment
- Reaching overhead, above the shoulders and horizontally

**HAZARDS:**

- Driving a delivery truck in traffic and during adverse weather conditions
- Heavy lifting and carrying

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the general job elements. Incumbents may perform any combination of the essential functions shown.