

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 4.03**

**Position Title:** Distribution Specialist  
**Reports To:** Director of Custodial Services

**SUMMARY**

Assists the Director of Custodial Services and the Support Services office in efficient and consistent quality standards pertaining to the receipt, distribution and set-up of equipment, supplies, food and other resources.

**QUALIFICATIONS/REQUIREMENTS**

Distribution Specialist shall have earned a high school diploma or its equivalent or have significant relatable experience in shipping, receiving and distribution of materials for a school system or comparable industry. Additionally, a safe driving record and a commercial driver's license are required. Strong written and oral communication skills are necessary to interact effectively with all District and public contacts.

**ESSENTIAL JOB DUTIES**

- Distributes all materials received by the District in a timely fashion to the respective appropriate offices.
- Assists the Director of Custodial Services in the completion of work orders requiring delivery and set-up of equipment and other District resources.
- Maintains documented maintenance records for District vehicle(s).
- Inspects and maintains District vehicle(s) in a clean and well functioning manner.
- Picks-up, sorts and assists in the delivery of incoming District mail on a daily basis.
- Assists the Director of Food Services in receipt, storage, and delivery of food items, whenever needed.
- Assists the Director of Custodial Services in the performance of custodian responsibilities, as needed.
- Receives, stores, distributes and maintains current recording of all co-op supplies.
- Coordinates with the Director of Custodial Services whenever an out-of-the district pick-up is required.
- Delivers all supplies on a bi-weekly basis to custodial staff District-wide.
- Performs all tasks in a safe and effective manner while always conveying a positive attitude to enhance the image of the Wentzville R-IV School District.
- Ability to lift 50 lbs. with both hands from floor to shoulder level, and to carry it for 60 feet.
- Demonstrates the ability to organize and prioritize work assignments on a daily basis.

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Custodial Services or the Chief Financial Officer.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Twelve-month year. Salary and work year to be established by the Board of Education.

**EVALUATION**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.