

**Approximate Internship Dates:** June 13th- August 1st, 2022 (*dates may be subject to change*)

**Shift Hours:** 6:00 AM - 4:30 PM (*shifts are subject to change at any time*). Please note: *Frederick County Public Schools operates on a compressed work schedule during the summer months. Interns will work Monday - Thursday each week with the exception of the July 4th holiday week where a normal work week schedule is followed. Interns will work Monday, Tuesday - FCPS is Closed, and Wednesday, Thursday, and Friday that week with regular work time hours of 7:00 AM - 3:30 PM.*

**Locations:** Warehouse (33 Thomas Johnson Drive, Frederick, Maryland)

**Internship Hourly Rate:** \$15.00 / hour

**Required Qualifications:**

- Ability to perform physical requirements of the position and to lift a minimum of 75 lbs.
- Must be at least 16 years of age.
- Reliable mode of transportation required.

**Important Information:**

- All selected candidates will be required to attend a mandatory orientation/safety training prior to beginning their internship.
- All selected candidates will be required to be fingerprinted at the Central Office located at 191 S. East Street, Frederick, Maryland 21701 (*Successful candidates will be notified of the requirements and fee at the time of their internship offer*).
- If selected candidate is under 18 years of age, they will be required to complete a work permit and submit it at the time they are fingerprinted.

**Essential Functions:** Under the direction of the Warehouse Foreman or Warehouse Team Leader, the Warehouse Summer Intern moves equipment and furniture, loads and unloads trucks, receives, stores, issues, preserves, inspects, packs and accounts for inventory supplies and equipment.

- Verifies unit of issue, item descriptions, quality and condition according to information shown on ETF (Equipment Transfer Form).
- Loads/unloads trucks and sea containers.
- Segregates damage containers and supplies and notify Foreman or Team Leader immediately.
- Operates Material handling Equipment (MHE) including manual/electric pallet jacks, handcarts, and dollies to load, unload, relocate palletize, and segregate inventory and equipment.
- Packs, crates, stencils, and bands inventory and equipment for shipment or storage.
- Ability to work well with others and as a team.

**Other Functions:**

- Maintains cleanliness of the work area at all times.
- Performs other duties as assigned.

**How to Apply:**

1. Click the following link to apply: [Employment Application](#)
2. Click the “Warehouse Summer Internship” box on the “Position Desired” page
3. Continue to click through the pages of the application filling out any information required by the “red asterisk”
4. After completing all pages required click “Finish and Submit”