Position Title: Product Packer
Department: Medicine and Health Products
Reports To: Production Coordinator

Time Commitment:
Two four hour shifts per week (preferably Mondays, Tuesdays or Thursdays 12:00-4:00 pm).

Position is: Ongoing

Position Summary:
Identify, categorize, count, inventory and pack pre-sorted medical supplies for shipment.
The product mix varies widely which allows volunteers to use a variety of skill sets.

Essential Duties and Responsibilities:
• Utilize available resources to identify product
• Check items for expiration dates
• Count items and complete inventory
• Ready boxes for shipment

Other Duties:
• Assist in other areas within the distribution center as needed

Desired Minimum Qualifications:
• Able to follow directions
• Able to read and write English legibly
• Able count to 100
• Must be 16 years or older and directly supervised (unless approved by distribution staff)

Tools and Equipment Used:
• Tape gun
• Box cutter
• Computer

Physical Demands:
• Must be ambulatory/mobile
• Ability to lift 30 pounds
• Ability to stand on a concrete floor for extended periods of time