Position Title: General Grey Floor/Receiving
Department: Medicine and Health Products
Reports To: Distribution Associate
Time Commitment: 
4-8 hours per week (preferably a 3-month minimum commitment)
Position is: Ongoing
Position Summary: 
Completes general warehouse duties to support the processing of medical and health product donations for shipment to worldwide locations.
Essential Duties and Responsibilities:
• Boxing and inventorying product
• Pre-sorting medical supplies
• Building and shrink-wrapping pallets
• Completing computer work related to pallets
• Loading shipping containers with product.
• Janitorial, including sweeping and mopping floors
• Assist in other areas within the warehouse as needed
Desired Minimum Qualifications:
• Basic awareness of warehouse safety
Tools and Equipment Used:
• Hand truck
• Tape gun
• Pallet jack
• Shrink wrap machine
• Box cutter
• Computer
Physical Demands:
• Must be ambulatory/mobile
• Ability to lift 50 lbs.
• Ability to stand and walk for extended periods of time
Bonus:
• Ability to drive box truck (needed occasionally)
  *Must have valid class C license
• Ability to operate forklift a plus, but not required