



# Volunteer Position Description

## Distribution Center GreyFloor/Receiving

**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