



Volunteer Position Description

Medicine and Health Products Product Packer

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