



VOLUNTEER POSITION DESCRIPTION

Medicine and Health Products Product Sorter

Position Title: Product Sorter

Department: Medicine and Health Products

Reports To: Production Coordinator

Time Commitment:

Position is Ongoing: Two four hour shifts per week (preferably Mondays, Tuesdays or Thursdays). Morning or afternoon shifts available.

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:

- Identify usage of incoming supplies
- Check items for expiration dates
- Sort products into specific categories

Other Duties:

- Act as a product resource for volunteer packers
- Guide volunteers as they breakdown product
- Assist in other areas within the warehouse as needed

Desired Minimum Qualifications:

- Hands-on medical experience (current or retired health care worker)
- 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

Physical Demands:

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