



## Warehouse Associate & Driver Job Description

MedWish International is a not-for-profit organization that saves lives and the environment by repurposing surplus medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care in developing countries, regardless of religious or political affiliation. Please visit [www.MedWish.org](http://www.MedWish.org) to learn more.

### POSITION

Reporting to the Facilities & Warehouse Manager, the Warehouse Associate & Driver will assist with the loading and unloading of shipments with a focus on expediting aid. The Warehouse Associate & Driver will focus on maintaining the storage areas and ensuring compliance with safety regulations. The Warehouse Associate & Driver will also conduct pickups of supplies at MedWish's various donor locations.

**CORE RESPONSIBILITIES AND TASKS:** (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of employees assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

### Driver Duties:

- Operate delivery vehicle provided by the company.
- Transport products and material to and from specified destinations.
- Load and unload the delivery vehicle.
- Check truck's equipment and supplies to ensure roadworthiness and complete the driver's log.

### Warehouse Duties:

- Store items in an orderly and accessible manner in warehouse or other storage areas.
- Clean and maintain storage areas to ensure compliance with safety regulations and that the inventory is safe and protected.
- Determine proper storage methods, identification, and stock location based on turnover and physical capabilities of facilities.
- Check inventory records to determine availability of requested merchandise.
- Operate pallet jacks, the tow motor and other warehouse equipment. Maintain daily safety checklist for tow motor.
- Examine and pre-sort all pallets entering the warehouse and processing supplies properly (i.e. kits, bulk, to be sorted, etc.)

### Supply Distribution:

- Stack and prepare cargo in staging areas.
- Pack shipments in a safe manner ensuring the protection of the supplies.
- Accurately pull inventory for shipments according to the prepared picklist.

### Inbound Donations:

- Move hard assets or boxed supplies to and from storage areas and loading docks using a tow motor, pallet jack or manually.
- Sort cargo before loading and unloading.
- Wear MedWish driver uniform when conducting pick-ups and out in the community.
- Install protective devices to prevent shifting or damage to items being transported.

### Reporting:

- Record shipment data, such as weight, quantity, product type, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Weigh or measure equipment to produce identification labels.

**Other Duties:**

- Assist with mission critical projects, special events, the inventory audit, and other organizational needs.
- Assist with volunteer sorting.
- Maintain a clean warehouse and assist with facility maintenance and cleaning needs as requested.
- Exhibit conduct that reflects MedWish's core values.
- Conduct the monthly Safety Audit at least once per year.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

**QUALIFICATIONS**

- Some warehouse experience preferred.
- Good, verifiable driving record and active driver's license.
- Must pass a background check and drug screen.
- Must possess strong written and verbal communication skills.
- Basic computer skills in Microsoft Office applications.
- Must be a strong team player.
- Ability to work independently with minimal supervision.
- Ability to operate material handling equipment (i.e. stock picker, electric pallet jack, etc.).
- Is adaptable; willingness and ability to adjust to changing conditions or priorities.

**EDUCATION:**

- Minimum of High School Diploma or GED

**PHYSICAL REQUIREMENTS:**

- Must be able to sit, stand, hear, and see on a constant basis.
- Must be able to walk, write, and type on a frequent basis.
- Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, or pulling and loading/unloading required of objects up to and over 75 pounds.
- Must be able to bend, carry, reach, push, and pull on an occasional basis.
- Must be able to communicate verbally and in writing.
- Ability to work in diverse climates, both hot and cold.

**JOB TYPE:** Salaried, Non-Exempt

**SCHEDULE:** 36-40 hours per week | Tuesday-Friday 8am-5pm | Saturday Sorts 8:30am-12:00pm