



Driver (Driver, Loader, Unloader) Job Description

MedWish Medworks is a humanitarian nonprofit dedicated to advancing health equity and environmental sustainability. We achieve this by providing essential care, redistributing surplus medical supplies, and connecting medically underserved communities with vital resources, in Northeast Ohio and around the world.

POSITION

Reporting to the Facilities & Warehouse Manager, the Driver will assist with the loading and unloading of shipments with a focus on expediting aid. The Driver will also conduct pickups of supplies at MedWish Medworks' (MW2) various donor locations, loading the truck on location and unloading the truck at the MW2 warehouse.

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.
- Wear MW2's driver uniform when conducting pick-ups and out in the community.
- Check truck's equipment and supplies to ensure roadworthiness and complete the driver's log.
- Install protective devices to prevent shifting or damage to items being transported.
- Review the pickup log for the day and take the appropriate items needed for the pickups – pallets, bin, etc.

Loading Duties:

- Communicate with on-site contact to identify what is available for donation and location of donations.
- Load materials from donor sites into the truck – by pallet, hand truck, bin cart, flatbed, or manually.
- Label materials from donor sites with location name for shipment data collection.
- Following MW2's donation criteria policy to help decrease the supply chain trash percentage output.
- Utilize info slips with selected coding if an item is unable to be picked up or is unacceptable for donation criteria.

Unloading 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.
- Move hard assets or boxed supplies to and from storage areas and loading docks using a pallet jack, other warehouse equipment, or manually.
- 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.
- Maintain a clean warehouse and assist with facility maintenance and cleaning needs as requested.

- Exhibit conduct that reflects MW2's core values.
- Conduct the monthly Safety Audit at least once per year.
- Follow MW2'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 Google Doc's applications.
- Must be a strong team player.
- Ability to work independently with minimal supervision.
- Ability to operate a pallet jack (training will be provided).
- 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.
- Must be able to communicate verbally and in writing.
- Ability to work in diverse climates, both hot and cold.

JOB TYPE: Part Time, Non-Exempt

SCHEDULE: 18 hours per week | Tuesday and Thursday 8am-5pm