



Volunteer Position Description: Warehouse Assistant
Reports to: Operation Director

NATURE AND SCOPE

HERO functions as a clearinghouse for healthcare materials to patients and healthcare providers in need, and as a resource to regional healthcare facilities in the effective management of these materials.

POSITION OBJECTIVES AND PURPOSE

All volunteers complete a variety of multi-level tasks as assigned on a continuous and project-oriented basis in the warehouse.

ESSENTIAL FUNCTIONS

- Cleaning/sanitizing all medical equipment
- Maintains all equipment for safe and proper use
- Sorting of medical supplies in warehouse
- Box up medical supplies for palletizing
- Inventory supplies & building pallets
- Load & unload truck
- Organizing and help to maintain warehouse area

OTHER RESPONSIBILITIES

- Promote HERO, motivate, and influence others on the positive attributes of HERO
- Establish and maintain effective working relationships with others and work well on a small team
- Demonstrate flexibility to perform duties wherever volume deems it necessary within the organization

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in a warehouse environment, but may require sustained mental effort related to public contacts. The individual may encounter moderate emotional strain or tension. There can be sustained exposure to public contact and standing. There also may be sustained to moderate exposure to the computer.

Safety equipment for moving large, awkward and heavy supplies is provided at the HERO warehouse. Using good body mechanics and safety equipment is encouraged when lifting and transporting any HERO supplies. No volunteer should strain to lift supplies or to carry large boxes instead of using the pull carts provided.