



Distribution & Custodial Associate, Distribution Center

Location: Long Island City, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more!

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and benefits package, with meaningful work and opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

Overview

The Medical Donations Program team is responsible for generating, sustaining and growing Gift-in-Kind (GIK) product donations; developing strategic partnerships with pharmaceutical and medical supply donors to raise resources to strengthen access to quality medications and healthcare systems in the developing world; and for supply chain management and distribution of high-quality medical donations through trusted partners in the developing world.

Reporting to the CMMB Distribution Center Floor Supervisor, Medical Donations Program, the Distribution and Custodial Associate will perform the daily distribution and custodial operations of the warehouse as follows: 1) retrieval of allocated products/quantities from warehouse storage locations, 2) the movement of retrieved products via pallet jack or forklift to a workstation, 3) the repacking and/or palletizing of selected products, 4) the return of unused products/quantities to their original warehouse storage locations, and 5) cleaning of internal and external spaces.

This role is expected to perform these duties in a manner that meets CMMB's best in-house compliance standards for productivity, accuracy, safety, cleanliness and security and with an objective to continually find ways to improve CMMB's Distribution Center systems and operations.

Responsibilities

- Ensure products, quantities, lot numbers and associated expiration dates for all pack orders match products in designated warehouse storage locations.
- Inspect retrieved products for signs of visible damage and immediately report damage to supervisor.
- Pack, weigh and label cartons/pallets.
- Return excess products/quantities to storage locations as per put away lists and verify inventory balances.
- Operate pallet jack, forklift and stretch-wrap machine in compliance with physical safety, fire and security precautions and perform minor maintenance on equipment as assigned by supervisor.
- Periodically conduct physical inventory counts as directed by supervisor.
- Maintain a clean, neat and organized work station.



- Assist in maintaining the security of the Distribution Center and compliance with safety and security standards.
- Daily sweeping and removal of waste from common internal areas (offices, packing stations, kitchen & bathrooms) and external street and parking areas.
- Weekly sweeping of entire internal Distribution Center, and disinfecting/cleaning of bathrooms, kitchen, and workstations. Ad hoc cleaning as required.
- Support shipping & receiving with loading and unloading of trucks/containers as required.
- **Note:** These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications and Requirements

- High school diploma or GED equivalent
- 6+ months experience in a similar role requiring collaborative effort with a team, adherence to a daily work schedule, physical lifting, operation of machinery, and familiarity with using a computer
- Ability to read, write and speak English, do simple math (add, subtract, multiply and divide) and write legibly
- Must be capable of standing or walking for extended periods of time and lifting cartons weighing up to 75 pounds
- Ability and willingness to be trained to operate a pallet jack and forklift
- Good decision-making, problem solving and follow through skills
- Ability to maintain a high level of accuracy and handle high volume workload
- Must have necessary interpersonal skills for contributing to team effort with other staff members at CMMB's Distribution Center
- Must be comfortable working for a faith-based organization
- Must be vaccinated against COVID-19
- You believe in CMMB, where we're going, and what we can do together to achieve Healthier Lives Worldwide.

How to apply

Visit our [careers page](#) for more information, and [Click here to apply](#).