



3127 Penn Avenue  
Pittsburgh, PA 15201  
[donate@midatlanticmilkbank.org](mailto:donate@midatlanticmilkbank.org)  
phone: 412-281-4400  
fax: 412-281-4236

## **Donor Milk Distribution Associate**

The need for donor milk in our region just keeps on growing so we are adding a Donor Milk Distribution Associate to our team!

### **Position Summary:**

Reporting to the Director of Operations, the Donor Milk Distribution Associate performs duties pertaining to the distribution of pasteurized donor human milk in conjunction with the other members of the Distribution team.

### **Core Responsibilities:**

- Answering and triaging calls for the Distribution Department
- Monitoring order requests
- Batch selection for fulfilling hospital or outpatient orders
- Filling and packing hospital and outpatient donor milk orders
- Coordinating courier pickups and shipping
- Managing inventory
- Intake of new outpatients and new hospital accounts
- Communication with hospitals, dispensaries, and outpatient families
- Co-ordination of depot and dispensary shipments
- Ordering boxes and shipping supplies
- Monitoring of freezer/refrigerator alerts
- Other duties, as assigned.

### **Secondary Duties**

All staff members are cross trained in another milk bank department (screening, lab, or administration) to assist as needed. Determination of additional team will be based on the employee's experience, background, and education. Limited travel opportunities to education and outreach activities (not required).

### **Education:**

Minimum of Associate degree preferred. Other combinations of education and experience will be considered.

### **Experience and Skills:**

- Experience in a lab, hospital, medical practice, or food production helpful
- Excellent organizational skills with exceptional attention to detail.
- Proficiency in Microsoft Office (Excel and Word)
- Food Handler's safety training required (provided)



3127 Penn Avenue  
Pittsburgh, PA 15201  
[donate@midatlanticmilkbank.org](mailto:donate@midatlanticmilkbank.org)  
phone: 412-281-4400  
fax: 412-281-4236

### **Additional Requirements:**

- Enthusiasm for the mission of Mid-Atlantic Mother's Milk Bank
- Ability to work well with others/teamwork
- Self-motivated, but can take direction from others
- Willingness to learn new skills and facets of the organization

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand for long periods of time.
- Ability to lift 40 pounds.
- Speaking, hearing and visual acuity.
- Verbal and written English communication skills.

### **Work Hours**

Full-time: 8:30am- 4:30pm, Monday through Friday. A flexible part-time schedule is a possibility.

### **Salary and Benefits**

\$17-\$21 per hour

Paid time off, paid holidays, retirement plan (IRA with employer match), and a healthcare stipend.

### **Location**

3127 Penn Avenue Pittsburgh, PA 15201

Learn more and apply online at [midatlanticmilkbank.org/about/employment-and-volunteering/](http://midatlanticmilkbank.org/about/employment-and-volunteering/)