Central Supply Clerk/ Maintenance II
JOB DESCRIPTION

Position Title: Central Supply Clerk
Exemption Status: Non-Exempt

Job Classification: Plant Operations/Materials Management
Department: Plant Operations/Materials Management
Reports to: Director of Plant Operations and Materials Management
Last Update: September 19, 2014

Job Summary
Assist the Purchasing Agent with all the essential job duties for Materials Management by ensuring that supplies are ordered and received. Deliver supplies and maintain the Central Supply Department in a clean, organized, and functional condition. Perform building maintenance as needed and assist other department personnel as necessary. Receive and distribute supplies throughout the organization. Serve on the on call rotation.

Essential Functions
- Promotes the mission, vision, and values of the organization.
- Unpack and check supplies upon receipt and reports discrepancies in orders to the RGH Purchasing Agent and designated department that ordered the supplies.
- Pack supplies which need to be returned or sent out. Ensures that return labels are correct.
- Assemble office furniture and other equipment; delivers to the appropriate department.
- Retrieve requisitions from the Materials Management electronic supply system, fills in the order, and delivers to the requesting department.
- Determine if inventory quantities are sufficient, notifies Purchasing Agent to order more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Perform buying duties when necessary.
- Contact suppliers in order to get a status on orders, delivery/confirmation times, or to notify them of problems with the delivery; i.e. short order, incorrect items, damaged items.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Take inventory of and rotates stocked items daily to ensure that supplies are not expired; removes expired items out of inventory.
- Substitute for Purchasing Agent to place orders and maintains inventory of supplies and fill requests as needed.
- Substitute for Purchasing Agent as needed to validate that invoices that come in have the correct purchase order and forward to Accounts Payable.
- Perform repair of boilers, air conditioning/heating units and filters, all other equipment included in utilities management program.
- Observe/listen to operating machines/equipment to diagnose machine malfunction and determine need for adjustment/repair.
- Knowledge of Policy and Procedure manuals to determine proper procedures to follow for repairs of boilers, equipment, and refrigeration.
- Maintain and lubricate tools and equipment.
• Perform building maintenance as needed to include: patching, painting, ceiling tile replacements, light bulb replacements, minor carpet installation, roof repair, assist with building grounds including snow removal, as needed
• Post work orders and other miscellaneous projects

Non-Essential Functions
• Perform other duties as assigned

Professional Requirements
• Adhere to dress code, appearance is neat and clean.
• Complete annual education requirements.
• Maintains standards of professional society procedures and ethical behavior.
• Maintain patient confidentiality at all times.
• Report to work on time and as scheduled.
• Wear identification while on duty.
• Participate in performance improvement and continuous quality improvement activities.
• Attend committee, CQI and management meetings as appropriate.
• Ensure compliance with policies and procedures regarding department operations, fire, safety, and infection control.
• Must be safety conscious while using equipment and use proper personal protective equipment.
• Maintain regulatory requirements, including all state, federal and local regulations.
• Represent the organization in a positive and professional manner at all times.
• Comply with all organizational policies and standards regarding ethical business practices.
• Communicate the mission, ethics and goals of the organization.

Qualifications
• High school diploma or equivalent.
• A minimum of 2 years’ experience in purchasing/maintenance, preferably in a hospital setting
• Ability to read, write and communicate in the English language.
• Computer experience a plus to include the use of an Electronic Inventory System

Knowledge, Skills, and Abilities
• Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
• Strong organizational and interpersonal skills
• Basic mathematical skills
• Ability to determine appropriate course of action in more complex situations
• Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
• Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
• Ability to maintain confidentiality of all medical, financial, and legal information
• Ability to complete work assignments accurately and in a timely manner
• Ability to communicate effectively, both orally and in writing
• Ability to handle difficult situations involving patients, physicians, or others in a professional manner
• Ability to lift heavy objects with assistance when needed and do physical labor for long periods of time.
• Ability to use hand tools and power tools when performing maintenance work.
• Ability to manage own time in an efficient and productive manner
• Ability to understand written sentences and paragraphs in work related documents

Physical Requirements and Environmental Conditions
• Physically demanding, high-stress environment
• Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
• Pushing and pulling heavy objects
• Full range of body motion including handling and lifting objects
• Manual and finger dexterity
• Hand and eye coordination
• Standing and walking for extensive periods of time
• Lifting and carrying items weighing up to 50 lbs
• Corrected vision and hearing to within normal range
• Work under stressful conditions
• Work irregular hours including after hours, to include serving on the on-call rotation
• Work in varying degrees of temperature (heated or air conditioned)
• May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.
• May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

**General Sign-off**
The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>