



**Central Supply Clerk
JOB DESCRIPTION**

Position Title:	Central Supply Clerk	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Materials Management		
Reports to:	Director of Materials Management		
Last Update:	September 22, 2017		

Job Summary

Assist the Director 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. Assist other department personnel as necessary. Receive and distribute supplies throughout the organization.

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
- Perform Cycle Counting as needed
- Respond to customer and supplier inquiries about order status, changes, or cancellations
- Retrieve requisitions from the Materials Management electronic supply system, fills orders, and delivers to requesting department
- Pack supplies which need to be returned or sent out. Ensures that return labels are correct
- Determine if inventory quantities are sufficient, notifies Purchasing Agent to order more materials when necessary
- Rotates stock using First In First Out rule to help
- Remove, document and package all expired items for shipment or donation
- Maintain approachable customer service attitude
- Assist maintenance team as needed
- Issue inventory and maintain records for each PAR location

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.
- Previous inventory control experience preferred
- Ability to read, write and communicate in the English language.
- Computer experience 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 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

- Work irregular hours including after hours as needed
- Work in varying degrees of temperature (heated or air conditioned)
- Work under stressful 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
- May be required to work in confined spaces, on ladders, 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.

Employee's Signature

Date