



Job Code: 0927

Grade: X16

HCWR: N

Job Title

Administrative Aide CCU

Department

Material Management

Job Summary

Under direct supervision, the Administrative Aide is responsible for assisting with the various activities of Materiel Management such as receiving, storing and issuing materials, supplies, furniture, and equipment; taking inventories, maintaining stock records, delivering supplies to patient care units; assisting special projects; and performing related duties as required.

Typical Duties

- Inventories stock on assigned wards that are on the par-stock system to determine supply needs using the barcode system
- Prepares, fills, and files storeroom requisitions/pick list for items to be delivered to patient care units
- Makes spot checks of perpetual inventory and actual inventory
- Assists with periodic inventory counts
- Cleans storerooms and dock areas at all times by keeping orderly: sweeping the area, removing, and disposing all cartons and boxes daily
- Ascertains conditions of supplies before delivery
- Checks on outdated items and ensure that all goods delivered are to expire in at least two-month time
- Deliver supplies to patient care units
- Stock and rotate supplies stored in the shelves of the storerooms of patient care units in accordance with the FIFO Rotation and storing policies
- Assists in other work activities of Materiel Management

Minimum Qualifications

- High School Diploma or GED

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of hospital complex, storeroom procedures, and ability to operate delivery equipment.
- Ability to read and write, add, subtract, multiply, and divide simple arithmetic; follow oral and written instructions.
- Able to lift and move heavy merchandise



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.