



Job Code: 1242
Grade: X15
HCWR: N

Job Title
Storekeeper, Supply Clerk

Department
Material Management

Job Summary

Under direct supervision, is responsible for filling requisitions, receiving, storing, issuing, delivering materials, food stuff, supplies, furniture's. and equipment throughout the hospital complex; taking inventory, posting on inventory control cards; assisting special projects; and performing related duties as required.

Typical Duties

- Inventories stock supplies in the storeroom or warehouse and prepares inventory reports.
- Inventories stock on assigned wards that are on the par-stock system to determine supply needs. Prepares and files storeroom requisitions and warehouse transfer.
- Receives all goods delivered by common carrier. Unpacks items to be received by stores, using knives.
- Counts weigh or otherwise measure the quantity of incoming supplies. Ascertains condition of incoming supplies, and notes discrepancies or damaged goods. Completes the appropriate section of the receiving report.
- Carries or uses handtruck to deliver items from the dock area to proper location. Returns unwanted goods to vendors.
- Keeps storeroom supervisor informed of needed supplies. Maintain proper internal control (inventory control) in storeroom.
- Posts all received goods, (receiving reports, invoices, and stock requisitions).
- Make spot checks of perpetual inventory and actual inventory.
- Assists with a total inventory count once a year. Informs storeroom supervisor of needed stock items throughout the year.
- Takes items from stock or special orders goods to fill requisitions and deliveries goods to requesting departments. Obtains signature for accepted supplies.
- Makes schedule and unscheduled deliveries to specific departments and/or nursing stations.
- Keeps the stores dock area clean and orderly at all times sweeping the area and removing all cartons and boxes only. Tag all capital equipment as received.
- Performs office services job as the need arises and others when required by the supervisor.

Minimum Qualifications

- High School graduate or GED equivalent
- Must be able to lift and move heavy merchandise

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of hospital policies governing payment of goods



Knowledge, Skills, Abilities and Other Characteristics

- Must be able to communicate effectively with a wide variety of individuals
- Involves considerable physical activity in walking, lifting, climbing, and stooping
- Skill is the use of hand trucks, pallet jacks, carts, electric carts
- Ability to read, write, add, subtract, multiply, follow written, and oral instructions
- Familiar with the use of computer for data entry and data retrieval

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.