

M A R Q U E T T E G E N E R A L H O S P I T A L

JOB DESCRIPTION

POSITION: Receiving Clerk DEPARTMENT: Bulk Stores (6760)
 SUPERVISED BY: Dir, Dietetics/Purchasing SUPERVISES: None
 EFFECTIVE DATE: February 1, 1994 JCC: 454
 REVIEW DATE: 7/95; 11/95; 3/98; 1/99 ^{CK 9/01, EH 11/02} REVISED DATE: 7/95; 11/95; 3/98; 1/99 ^{PKH 2/00}
 PREPARED BY: Carol Holman ^{CH} TITLE: Dir, Dietetics/Purchasing
 RECOMMENDED BY: Jim Richards ^{JR} TITLE: Assistant Administrator
 APPROVED BY: Al Hendra ^{AH} TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Performs tasks of shipping, receiving, inventory control, delivery of supplies, stocking shelves, rotation of stock and performs paperwork for inventory and non-inventory supplies.

POSITION ACCOUNTABILITIES/COMPETENCIES:**

Does
Meets Not
Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Performs receiving function on all supplies received. (1,3)
- 5. Enters with accuracy into system.
- 6. Receives freight, checks for damages and documents, if any. (1)
- 7. Rotates supplies with outdates. (3)
- 8. Performs delivery of supplies on a timely basis. (1,3)
- 9. Ships outgoing parcels daily. (1)
- 10. Uses proper paperwork. (1)
- 11. Performs other related duties as assigned or requested.

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria.

POSITION QUALIFICATIONS:

Minimum Education:

- High school graduate or equivalent

Minimum Experience:

- On-the-job training

Preferred Experience:

- Clerical training
- Computer skills

Other Skills:

- Some warehouse experience

Physical Demands:

- Some heavy lifting - 70 lbs.
- Walking, bending, working with equipment

Working Conditions:

- Exposed to working with ladders, fork lifts, hand trucks, etc.

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (6) The function was performed by past employees, and is performed by current employees.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.