

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Material Management Clerk

JOB DESCRIPTION

January 2024

REPORTS TO: Materials Management Manager

SUPERVISES: None

FLSA CLASSIFICATION: Non-exempt

SUMMARY: Responsible for monitoring store inventory levels as well as receiving and stocking inventory.

ESSENTIAL FUNCTIONS

- Receives and ships supplies adhering to procedures required for stores/materials documents and shipping and receiving documents.
- Takes stock of inventory. Updates computer generated inventories and documents.
- Arrange for safe transport of equipment.
- Ensures materials and parts in the supply chain meet the minimum requirements for quality assurance standards.
- Interfaces directly with all departments in the hospital with regards to materials that have been requested to ascertain specifications and needs.
- Maintains adequate supply levels throughout the hospital.
- Follows established safe practices for receiving hazardous substances.
- Other duties as assigned.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- 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.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- High school diploma or equivalent

PHYSICAL REQUIREMENTS

- Constant standing or walking.
- Extensive amount of bending, reaching, lifting, twisting, pulling, pushing, and carrying.
- Manual and finger dexterity.
- Hand and eye coordination.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

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.