

# **FAITH COMMUNITY HEALTH SYSTEM**

**Jacksboro, Texas**

## **Material Management Clerk**

### **JOB DESCRIPTION**

February 2022

**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

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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.*