

Culberson Hospital Position Description

Job Title: Central Supply
Department: Central Supply
Reports To: Administrator
FLSA Status: Non-exempt

SUMMARY: To provide equipment, materials and services at the best prices possible to insure that internal customers can efficiently and economically care for our external customers.

QUALIFICATIONS:

- Knowledgeable in purchasing procedures and inventory control.
- Knowledgeable in the operation and use of Autoclaving equipment.
- Competent in Microsoft Office Word and Excel.
- Knowledgeable of basic accounting procedures.
- Maintain discretion and confidentiality in communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operate and maintain Autoclaving equipment ensuring proper sterilization techniques have been followed, if assigned to Central Supply duties.
- Ensure supplies are adequately maintained in a neat and orderly manner.
- Maintain inventory control and order supplies in a timely manner.
- Negotiate with vendors for best price on purchases.
- Check accuracy of order against packing slip receipts.
- Verify invoice accuracy with quantity ordered against price negotiated.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Purchasing, inventory control and some accounting experience, preferred

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.

MATHEMATICAL SKILLS:

- Must have basic mathematical capabilities.

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.

WORK ENVIRONMENT: Employee is regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 25 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date