

REPORTS TO:	Materials Management Manager
REVISED:	09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

The primary function of this position, to Advance exceptional care is to assist in all activities of the Materials Management Department, including procurement, receiving, data entry, and distribution in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center.

QUALIFICATIONS:

Education and/or Experience

- High school diploma or equivalent preferred
- Two (2) years purchasing experience preferably in the healthcare field (preferred)

Certificates, Licensure, Registrations

- DOT Regulated Medical Waste Certificate (or willing to obtain within CRHC policy).
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Non-Clinical Staff

	Essential Job Duties and Responsibilities
1.	<p>Maintains purchasing process for CRHC in a timely and effective manner.</p> <ul style="list-style-type: none"> • Places orders with vendors and suppliers based on daily requisitions, special order requisitions and shelf par levels in a timely manner. • Orders supplies for all departments and teams of the hospital excluding pharmacy and dietary by the end of the business day. • Orders and maintains set quantities of office supplies, CPSI labels, and copy paper. • Reviews backorders and expedites these orders to be received in a timely manner. • Creates purchase orders as authorized. • Processes computer expenses and requisitions. • Creates and updates items in charge master as required. • Notifies maintenance for electrical checks as needed when new equipment is received • Checks supplies monthly and reports in SQSS

	Essential Job Duties and Responsibilities
2.	<p>Verifies all orders comparing items received with packing slip and purchase order.</p> <ul style="list-style-type: none"> • Coordinates product returns with various vendors. • Processes UPS and Fed Ex shipments leaving the hospital. • Receives products by dating and initialing packing slips and purchase orders. • Reports and documents incomplete and incorrect shipments immediately.
3.	<p>Maintains appropriate inventory levels for all departments.</p> <ul style="list-style-type: none"> • Fills all requisitions placed by departments within 4 hours. • Maintains inventory according to established par levels. • Refills Crash Carts using an exchange cart system on an as needed basis before the end of the day or sooner.
4.	<p>Utilizes the CPSI computer system.</p> <ul style="list-style-type: none"> • Enters all items filled on requisitions for charge disbursement to departments before the end of the month. • Manages hospital inventory, enters items added to inventory and deletes items taken out of inventory.
5.	<p>Assists with various duties of the Purchasing Department.</p> <ul style="list-style-type: none"> • Checks items for outdates on a monthly basis. • Acquires Material Safety Data Sheets when new or changed items are introduced into the hospital. • Assists with annual physical inventory to be completed on or before end of the fiscal year.
6.	<p>Researches products, equipment, procedures, operating room packs and replacement parts using various methods but not limited to:</p> <ul style="list-style-type: none"> • Internet • Vendor contacts • Group Purchasing Organization Website • Local resources
7.	<p>Updates department forms, spreadsheets and reports.</p> <ul style="list-style-type: none"> • Creates and updates requisitions. • Helps departments update and maintain their product ordering forms.
8.	<p>Performs other duties as assigned.</p>

MATERIALS MANAGEMENT CLERK

REVIEWED 04/2024

ESSENTIAL WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the Materials Management Clerk.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting				X
Standing		X		
Walking		X		
Climbing	X			
Driving	X			
Lifting (floor to waist level)		50 lbs.	40 lbs.	10 lbs.
Lifting (waist level and above)		50 lbs.	40 lbs.	10 lbs.
Lifting (shoulder level and above)		50 lbs.	40 lbs.	10 lbs.
Carrying objects			X	
Push/pull		200 lbs.	150 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation				X
Pinching/fine motor activities				X
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell	X			

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20	
Near Vision		X		
Far Vision		X		
	Not Applicable	Yes	No	
Color Discrimination			X	
	Not Applicable	Accurate	Minimal	Moderate
Depth Perception		X		
Hearing		X		

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens	X	
Chemical	X	
Airborne Communicable Disease	X	

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Near Vision		X		
Far Vision		X		
	Not Applicable	Yes	No	
Color Discrimination			X	
	Not Applicable	Accurate	Minimal	Moderate
Depth Perception		X		
Hearing		X		

Extreme Temperatures	X	
Radiation	X	
Uneven Surfaces or Elevations	X	
Extreme Noise Levels	X	
Dust/Particulate Matter		X
Other (List)		

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours	X			
	Not Applicable	Yes	No	
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____