

Class Code:	0015
Occ. Area:	12
Prob. Period:	6 mo.
Prom. Line:	None
Work Area:	445
Effective Date:	6/1/05

SURGICAL SERVICES SUPPLIES AND EQUIPMENT WORKER

Function of Job

Provide service in areas of inventory/supplies and equipment maintenance/minor repair. Coordinates and/or performs duties necessary to order, re-order, maintain and inventory supplies and equipment necessary for providing patient care in a surgical service unit.

Surgical Services Supplies and Equipment Worker 0015

A Surgical Services Supplies and Equipment Worker typically-

1. stocks, orders, receives, and returns inventory and supplies in accordance with established procedures.
2. works with hospital staff, (purchasing officers) to verify supplies have been ordered, return damaged or inappropriate supplies, and complete special supply orders when necessary.
3. assists in establishing inventory of supplies according to established procedures and identified needs.
4. maintains records of equipment and equipment instrumentation.
5. maintains equipment inventory, usage, and location.
6. assembles new equipment when received based on included instructions, performs minor repairs.
8. removes re-usable equipment from operating suites or rooms and returns to proper location for storage and cleaning.
9. changes filters and coordinates the maintenance of other special equipment as necessary.
10. delivers and returns tanks/containers, such as Nitrogen, Oxygen and CO₂ and related containers/tanks.
11. prepares sterile supplies; cleans supplies, equipment, and sterile work areas.
12. assists in transporting patients

13. performs other related duties as assigned.

Surgical Services Supplies and Equipment Worker

0015

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High School Diploma or equivalent
2. One year of experience in purchasing or ordering supplies/materials or closely related field.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of inventory control procedures
2. Skill in following instructions received with new equipment, experience with assembly of equipment
3. Skill in writing, reading instruction manuals, and arithmetic comprehension
4. Ability to organize, maintain, and establish levels of inventory, equipment, and supplies
5. Ability to recognize malfunctioning equipment
6. Ability to effectively verbalize a problem or need in the Surgical Services environment
7. Ability to demonstrate record keeping skills
8. Excellent interpersonal skills