

Class Code: 3280  
Occ. Area: 15  
Prob. Period: 6 mo.  
Prom. Line: None  
Work Area: 023  
Effective Date: 00/00/00

## **SURGICAL SERVICES SUPPLIES AND EQUIPMENT WORKER**

### Function of Job

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**

**3280**

A Surgical Services Supplies and Equipment Worker typically provides service in areas of inventory/supplies and equipment maintenance/minor repair.

1. stocks, re-stocks, orders, receives, and returns inventory and supplies in accordance with established procedures
2. works with vendors to verify supplies have been ordered, to return damaged or inappropriate supplies, and to complete special supply orders when necessary
3. establishes/assists in establishing inventory of supplies according to established procedures and identified needs
4. maintains records of equipment sent to, borrowed from, or received from areas outside the Medical Center
5. maintains equipment inventory, usage, and location
6. orders and re-orders equipment; replaces or moves equipment
7. performs minor repairs on equipment as necessary
8. removes re-usable equipment from operating suites or rooms and returns to proper location for storage and cleaning
9. assembles new equipment when received based on included instructions
10. changes filters and coordinates the maintenance of other special equipment as necessary

- 11. prepares sterile supplies; cleans supplies, equipment, and sterile work areas
- 12. performs other related duties as assigned

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MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. High School graduation or equivalent
- 2. One year experience in purchasing, such as purchasing clerk who dealt with buyers, or a closely related profession.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. Knowledge of inventory control procedures
- 2. Skill in following instructions received with new 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

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| Surgical Services Supplies and Equipment Worker.....New |
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