

UW HEALTH JOB DESCRIPTION

SUPPLY CLERK – SENIOR

Job Code: 420020	FLSA Status: Non-Exempt	Mgt. Approval: M. Boardman	Date: November 2023
Department: Supply Chain - Central Services	HR Approval: S. Whitlock	Date: November 2023	

JOB SUMMARY

The incumbent functions as a lead worker and technical expert for a team that utilizes Enterprise Resource Planning (ERP) software and bar code scanning technology to perform a wide array of supply chain activities. The incumbent leads a team that electronically and physically receives, delivers, stores, and distributes medical/surgical supplies, patient care equipment, linen, and mail/packages. Oversees team that also fulfills customer requests for medical/surgical supplies and equipment from inventory and maintains customer supply storage locations, monitors customer needs, and fulfills those needs. Ensures all members of team follow policies and procedures to ensure safe storage and handling with accurate record keeping. Continuous emphasis is placed on exact, error-free transactions. This position may be required to travel to external clinic locations to independently carry out tasks without supervision. The incumbent receives guidance and direction a supervisor.

The incumbent oversees the area and work team whenever a supervisor is not present. This position schedules, plans, assigns, and guides the activities of those on his or her team. The incumbent must have detailed knowledge of the various responsibilities of each member of the team. This position coordinates his/her team's actions regarding customer requests and ensures quick and accurate responses. The incumbent is expected to design and implement new procedures to satisfy customer needs required by changing conditions.

MAJOR RESPONSIBILITIES

- Generate internal requisitions to central inventory via bar code scanning technology. Requires evaluation of customer supply storage locations to identify stock shortages eligible for replenishment. Internal requisitions transmitted to Enterprise Resource Planning (ERP) system.
- Fulfill internal requisitions submitted through ERP system. Requires subsequent delivery to customer storage locations and/or stated deliver-to locations.
- Follow all applicable FDA food code policies, including FIFO rotation and temperature control standards for food delivery.
- Work collaboratively with customers and internal stakeholders to establish supply chain processes that maximize efficiency, minimize expense/
- Query ERP system to provide information about inventory items needed by requisitioners and/or answer questions.
- Ensure all customer supply storage locations have the correct items and are free of expired or obsolete items. Update supply storage locations as needed.
- Communicate with Inventory Control team and leaders on critical supply or quality concerns.
- Coordinate with delivery drivers to ensure delivery timelines/expectations are being met.
- Physically and electronically receive purchase orders for all incoming shipments from suppliers/distributors. Facilitate delivery to corresponding deliver-to locations.
- Sort all incoming United States Postal Service and interdepartmental mail/packages. Facilitate delivery to corresponding mail codes.
- Collaborate with Nursing Unit/Operating Room staff for critical patient care equipment set up.
- Exchange, inspect, and resupply Advanced Cardiac Life Support (ACLS) crash carts.
- Actively participate with cross-functional teams in continuous quality improvement efforts.
- Relay customer issues and feedback to appropriate department leadership.
- Assist supervisor with interviewing, hiring, and evaluating team members.
- Assist supervisor with ongoing reviews of product appropriateness.
- Prepare team schedules and assign daily work activities.
- Assist supervisor with development of departmental training plan. Train and assist with team member onboarding.
- Follow-up on customer concerns, issues, and feedback, escalating further as needed.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATIONS PERFORMANCE STANDARDS

JOB REQUIREMENTS

Education	Minimum	High school graduate or equivalent
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	Preferred	
Work Experience	Minimum	One (1) year experience in a materials management environment. Six (6) months experience in a UW Health materials management setting may be considered adequate.
	Preferred	One (1) year experience in a healthcare materials management setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Work independently and as a team member. • Work collaboratively and communicate effectively (written and oral) with a wide variety of individuals. • Excellent interpersonal, conflict resolution, and problem-solving skills • Multi-task and alter priorities of assigned tasks in a fast-paced environment. • Basic mathematical skills. • High attention to detail. • Ability to maintain accurate records. • Differentiate colors. • Develop strong working knowledge of department specific hardware and software applications. • Walk, lift, push, pull, stand, etc. frequently throughout work shift.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#

Other - list any other physical requirements or bona fide occupational qualifications not indicated above:

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.