

## UW HEALTH JOB DESCRIPTION

SUPPLY CLERK		
Job Code: 420019	FLSA Status: Non-Exempt	Mgt. Approval: M. Boardman / L. Bote      Date: November 2023
Department: System	HR Approval: S. Whitlock	Date: November 2023
JOB SUMMARY		
<p>This position utilizes Enterprise Resource Planning (ERP) software and bar code scanning technology to perform a wide array of supply chain activities. The incumbent may electronically and physically receive, deliver, inventory, and distribute supplies and other non-medical items. This position also fulfills customer requisitions for supplies and equipment. A Supply Clerk maintains customer supply storage locations, monitors customer needs, and fulfills those needs. Policies and procedures are followed to ensure safe storage and handling with accurate record keeping. Continuous emphasis is placed on exact, error-free transactions. This position works independently and as part of a team. This position may be required to travel to external clinic locations to independently carry out tasks without supervision. The incumbent receives guidance and direction from lead workers and supervisors.</p>		
MAJOR RESPONSIBILITIES		
<ul style="list-style-type: none"> <li>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.</li> <li>Fulfill internal requisitions submitted through ERP system. Requires subsequent delivery to customer storage locations and/or stated deliver-to locations.</li> <li>Follow all applicable FDA food code policies, including FIFO rotation and temperature control standards for food delivery.</li> <li>Work collaboratively with customers and internal stakeholders to establish supply chain processes that maximize efficiency, minimize expense/</li> <li>Query ERP system to provide information about inventory items needed by requisitioners and/or answer questions.</li> <li>Ensure all customer supply storage locations have the correct items and are free of expired or obsolete items. Update supply storage locations as needed.</li> <li>Communicate with Inventory Control team and leaders on critical supply or quality concerns.</li> <li>Coordinate with delivery drivers to ensure delivery timelines/expectations are being met.</li> <li>Physically and electronically receive purchase orders for all incoming shipments from suppliers/distributors. Facilitate delivery to corresponding deliver-to locations.</li> <li>Sort all incoming United States Postal Service and interdepartmental mail/packages. Facilitate delivery to corresponding mail codes.</li> <li>Collaborate with Nursing Unit/Operating Room staff for critical patient care equipment set up.</li> <li>Exchange, inspect, and resupply Advanced Cardiac Life Support (ACLS) crash carts.</li> <li>Actively participate with cross-functional teams in continuous quality improvement efforts.</li> <li>Relay customer issues and feedback to appropriate department leadership.</li> </ul> <p style="text-align: center;"><b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATIONS PERFORMANCE STANDARDS</b></p>		
JOB REQUIREMENTS		
Education	Minimum	High school graduate or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	Relevant work experience in a healthcare environment.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Work independently and as a team member.</li> <li>Work collaboratively and communicate effectively (written and oral) with a wide variety of individuals.</li> <li>Excellent interpersonal, conflict resolution, and problem-solving skills</li> <li>Multi-task and alter priorities of assigned tasks in a fast-paced environment.</li> <li>Basic mathematical skills.</li> <li>High attention to detail.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Maintain accurate records.</li> <li>• Differentiate colors.</li> <li>• Develop strong working knowledge of department specific hardware and software applications and equipment.</li> <li>• Walk, lift, push, pull, stand, etc. frequently throughout work shift.</li> </ul>
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### 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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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
<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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.