



RAVENSWOOD FAMILY HEALTH CENTER

Position Description

Central Supply Clerk

SUMMARY:

Under direct supervision, the Central Supply Clerk is responsible for stocking all exam rooms, maintaining the inventory and shipments from all vendors and must maintain accurate records for accounting reconciliation.

RESPONSIBILITIES:

To be performed in accordance with RFHC Policies and Procedures:

- Organizing and supplying up to twice daily, all exam rooms in the clinic
- Receives supply deliveries, verifies contents, notes any discrepancies, and scans receipts.
- Resolves discrepancies and ensures proper accounting paperwork is created.
- Stocks and organizes inventory on Stockroom shelving.
- Coordinates regularly with all clinics to ensure appropriate supply levels in each location.
- Pulls and scans items to replenish clinics.
- Creates delivery paperwork and delivers items to clinic.
- Performs all control procedures to ensure accurate accounting of Stockroom activities.
- Assists the Facilities Department in pick-up/delivery as needed.
- Assists in sterilizing room and/or instruments as necessary.
- Responds to/answers all calls regarding inventory and supply questions
- Attends meetings and participates in committees as requested
- Other duties as assigned and requested.

QUALIFICATIONS:

- High School Diploma/GED or two years experience in inventory/supply.
- Valid California Driver's license and a clean DMV driving record required
- Experience in a health care setting preferred
- Basic sterilization techniques
- Familiar with a Windows environment and Microsoft Excel.
- Detail oriented, reliable, organized; able to understand and carry out oral and written instructions.
- Ability to successfully interact, develop and maintain relationships inside and outside the organization.
- Ability to sit, stand, bend and walk for extended periods of time; use hands and fingers to operate computer keyboards, mouse, telephone and to grasp/carry boxes of supplies.
- Ability to frequently lift and carry up to 30 lbs with and without assistance on a daily basis.

Qualified applicants should submit resumes to:

resumes@ravenswoodfhc.org or

FAX: 650-321-8576