

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>Receiving &amp; Distribution Clerk</b>	Grade	
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Department	Purchasing	Exempt	
Immediate Supervisor	Support Services Manager	Non-exempt	<b>X</b>
Supervisor next in line	Director of Ancillary Services.	Workweek	<b>40</b>

**POSITION SUMMARY**

Performs a variety of tasks including issuing supplies, maintain inventories, compiling stock records, all in accordance with established policies and procedures of Central Montana Medical Center.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

High school diploma or equivalent, 1 year experience in stock and distribution procedures, or combination of education and experience.

**ESSENTIAL FUNCTIONS/DUTIES:**  
(Must be able to perform with or without accommodation)

- 1 Develop and maintain skills in operation and maintenance of Materials Management program.
- 2 Responsible for accurately selecting items from departmental requisitions and distributing appropriately.
- 3 Removes obsolete and outdated merchandise from purchasing storeroom and completes proper supporting documentation.
- 4 Prepares all supplies for distribution throughout the facility.
- 5 Responsible for all incoming freight. Receive into inventory system and distributes accordingly following facility set standards.
- 6 Maintains records related to supply room inventory.
- 7 Keeps storeroom neat clean and orderly.
- 8 Notifies Purchasing Clerk and manager of any inventory discrepancies.
- 9 Communicates with outside departments using phone, email, and other forms of communication.
- 10 Serves as frontline customer service for departmental customers
- 11 Back up to Purchasing Clerk as directed by the Support Services Manager.
- 12 Completes tasks and attends meetings as assigned by the Support Services Manager.

**Knowledge, Skills, Abilities:**

**Ability** to read, write, perform basic math functions, and follow oral and written directions.  
**Communication** skills to effectively relate to co-workers, physicians, visitors, and the general public.  
**Ability** to adapt to fluctuations in work load, and prioritize tasks under these conditions.  
**Judgement** to seek guidance and direction, when needed, for performance of duties.

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**Willingness** to assume additional duties and responsibilities when requested.

**OCCUPATIONAL EXPOSURE** for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS:**  
(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
<b>X</b>	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date