

CENTRAL MONTANA MEDICAL CENTER MANAGEMENT POSITION DESCRIPTION

Position Title	Support Services Manager	Grade	D
Department	Purchasing	Exempt	X
Immediate Supervisor	Director of Ancillary Services		
Supervisor next in line	C.F.O	Workweek	40
POSITION SUMMARY			
Provides supervision and oversight to the Purchasing, Environmental Services, and Laundry Departments. Coordinates the activities of and works with personnel engaged in housekeeping/laundry/purchasing activities. Performs 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:			
<ul style="list-style-type: none"> ● 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:			
Minimum: High school diploma, two years related experience, computerized Materials Management system experience, or equivalent combination of education and experience. Preferred: Bachelor's degree from four-year college or university in business or related field.			
ESSENTIAL FUNCTIONS/DUTIES:			
(Must be able to perform with or without accommodation)			
1	Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.		
2	Responsible for overall operation of Purchasing/Laundry/Environmental Services Department.		
3	Maintains and establishes departmental policies, procedures, objectives, quality assurance program, safety, environmental and infection control standards.		
4	Completes employee evaluations on time, offers guidance for professional growth when/where appropriate. Conducts investigation and institutes disciplinary actions in collaboration with Human Resources.		
5	Provide supervision and training for personnel.		
6	Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff. Initiate and runs meetings as required.		
7	Participates in meetings and events as required or requested.		
8	Completes required productivity reports in a timely manner.		
9	Administer and direct procurement system for all equipment and supplies, consistent with high quality and economy. Responsible for equipment purchase authorizations.		
10	Develop specifications for routinely used items and specifications for specialized items.		
11	Promote standardization of items used throughout Central Montana Medical Center.		
12	Negotiate, or help negotiate pricing, delivery, and discounts on products, utilizing contract pricing when available and appropriate.		

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13	Responsible for coordination of contract services in each department.
14	Acts as liaison for rental customers/ancillary departments
15	Maintains system of records, while developing skills and knowledge in Materials Management system and use of Personal Computer.
16	Maintains inventory of cleaning materials, supplies, and equipment and oversees their replacement for housekeeping and laundry
17	Develop departmental budgets consistent with past experience and projected data.
18	Monitor and control supply inventory levels, maintaining appropriate availability and investment costs.
19	Inspects equipment used in performance of duties for proper functioning; makes minor repairs or adjustments.
20	Responsible for counseling staff on protocol and departmental/facility policy.
21	Instructs personnel in use of new equipment, cleaning techniques/methods, and cleaning agents.
22	Inspects supplies and requisitions them from stock. Orders replacement supplies and linen for all departments.
23	Demonstrates with the assistance of the Shift Leaders the use of cleaning materials and equipment and explains methods of cleaning to ensure the most efficient and economical use of materials and manpower
24	Tours and inspects project areas for quality of work performed and adherence to established policies and procedures.
25	Responsible for scheduling of purchasing staff. Review and approve schedules created by department leads in ES/Laundry
26	Inspects housekeeping and hospital equipment for wear, tear, and replacement and prepares requisitions for maintenance or replacement.
27	Performs other related duties as assigned or requested.

Knowledge, Skills, Abilities:

Communication skills to effectively relate to co-workers, physicians, vendors, patients, visitors, and the general public.

Judgement to seek guidance and direction when needed, for performance of duties.

Ability to adapt to fluctuations in work load, and prioritize work under these conditions.

Willingness to assume additional work and duties 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
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly

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X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	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