



## CENTRAL SUPPLY & RECEIVING CLERK Full-Time / Temporary

<b>Posting Number:</b>	HR020106	<b>Posting Date:</b>	June 3, 2021	<b>Date Available:</b>	Immediately
<b>Position Summary:</b>	The Central Supply Clerk is responsible for the cleanliness and proper care of surgical equipment used in the operating room. The Receiving Clerk is responsible for filling all departmental supply lists and monitoring supplies in the designated areas.				
<b>Essential Job Duties:</b>	The Central Supply Clerk is trained to know all surgical equipment functions and uses. The Central Supply Clerk must follow guidelines for sterilization exactly, since most medical equipment must be completely decontaminated before use. Some of the duties are as follows: Checking equipment for leaks, broken or loose parts, or other defects. Purging waste from equipment, cleaning and sterilizing all tools according to specific protocols. Organizing inventory and ensuring stock for proper tools for all procedures. Stocking and inventorying crash carts. Distributing instruments within the hospital to the surgery department and other appropriate areas. Organizing surgical instrument trays. Providing back-up coverage in the Receiving Department of the hospital to assist with freight deliveries. This position assists in checking all supplies and distributing freight to proper areas. Helps with unpacking and tracking of inventory. Other duties as assigned.				
<b>Qualifications:</b>	High school diploma or equivalent is required. One to two years' experience preferred, but willing to train the right person. Continued education and training will be encouraged. Certification as a Central Supply Technician is a plus.				
<b>Position Wage Range:</b>	MIN: \$	14.51	MAX: \$	20.00	Sign-on Bonus: NONE
<b>Schedule:</b>	Days:	Monday – Friday; up to 6 months		Hours:	7:00 am – 3:30 pm
<b>Department/FTE:</b>	Central Supply	FTE:	1.00; 40 hours/week	Benefit eligible?	No
<b>Physical Requirements:</b>	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY	
<b>MAIL OR APPLY IN-PERSON:</b>	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
<b>APPLY ONLINE:</b>	<a href="http://www.threerivershospital.net">www.threerivershospital.net</a>
<b>HR CONTACT EMAIL:</b>	<a href="mailto:opportunity@trhospital.net">opportunity@trhospital.net</a>
<i>Three Rivers Hospital is an equal opportunity employer.</i>	