

Spec. Code: 0569
Occ. Area: 12
Work Area: 445
Prob. Period: 6 mo.
Prom Line: None
Effective Date: 04/24/96

SUPPLY ATTENDANT

Function of Job

Under direct supervision from a designated supervisor, to perform duties involving the reception, cleaning, maintenance, and issuance of supplies in a supply station.

Characteristic Duties and Responsibilities

1. assists in preparing and issuing supplies to departments (such as washing and powdering rubber gloves, cleaning equipment, and washing and drying trays and basins)
2. checks equipment for breakage and missing items
3. prepares sterile supplies (such as disinfecting thermometers and sterilizing needles)
4. checks linen for needed repairs and for foreign objects
5. cleans supplies, equipment, and sterile work areas
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

None

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| Supply AttendantEdited |
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