

LANCASTER COUNTY STORES CLERK II

NATURE OF WORK

This is responsible manual and clerical work ordering, receiving and distributing inventory supply items and maintaining inventory records including the use of simple accounting principles and practices.

Work involves responsibility for receiving, storing, maintaining and issuing supplies, materials and equipment. Work also involves maintaining inventory records and initiating purchase requisitions for replenishing stock; cleaning, repairing and adjusting equipment; and calling vendors for price quotes when appropriate. Supervision is received from an administrative superior, with work reviewed in the form of records and reports and accuracy of assigned inventories.

EXAMPLES OF WORK PERFORMED

Order supplies as needed to maintain established levels of inventory; initiate purchase requisitions in order to replenish supplies, equipment and other items; contact vendors for price quotes when appropriate.

Order special medical supplies such as routine oxygen, urological and colostomy items; maintain records for use in billing Medicare or Medicaid.

Maintain records of goods received, checked out and returned; may use computer to locate items, monitor and update inventory.

Supply nursing stations with routine supplies as ordered; maintain record of supplies distributed.

Maintain security of storage area; provide entry to authorized personnel only.

Maintain cleanliness of work area; sweep floor and dust furnishings; rearrange shelves.

Clean and make repairs/adjustments on equipment as needed.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the various types of supplies, materials and equipment utilized in the facility to which assigned.

Considerable knowledge of storeroom methods and procedures.

Knowledge of accounting principles and practices as they pertain to the operation of a storeroom.

Ability to prepare, organize and maintain efficient inventory and supply records and reports.

Ability to perform moderately heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to perform routine mathematical calculations.

Ability to establish and maintain effective working relationships with co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with two years of experience in storeroom inventory and related supply work, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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