



PHYSICIAN OWNED—PATIENT FOCUSED

**POSITION DESCRIPTION/PERFORMANCE STANDARDS**

**POSITION:** Shipping/Receiving Clerk  
**DEPARTMENT:** Materials Management

**Position Purpose**

The Shipping/Receiving Clerk is responsible for unloading and stocking supplies. This is done under the supervision of the Materials Manager. The Shipping/Receiving Clerk is also responsible for assisting the operating room team with safe and appropriate care while in the operating room and assisting in the maintenance of a safe and clean environment under the direction and supervision of the Registered Nurse in charge of the team and/or unit. All services are provided in a professional manner and with respect for the dignity of the patient unrestricted by consideration of social or economic status, personal attributes or nature of health problems. Adherence to policies of all regulatory bodies is expected.

**POSITION REQUIREMENTS**

**Education:** High School graduate or hold equivalent certificate

**Licenses and/or Certification:** none required

**WORKING RELATIONSHIPS**

**Position Reports to:** Materials Manager

**Interpersonal Relationships:** As a representative of Park Place Surgical Hospital, all comments, attitudes and behavior have a direct affect on the facility’s image and perceptions of quality service. Interaction with patients, families, physicians, co-workers, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. The behavior should promote an atmosphere of teamwork, which is congruent with facility standards and guidelines to promote positive relations. In order to prevent fraud and abuse of Federal and/or State statues, all duties and actions will be performed within the organizational Corporate Compliance Plan and the Code of Ethics.

**Physical Demands:**

Percentage of Work Time	1-33%	34-66%	67-100%
Standing/Walking			*
Sitting		*	
Twisting		*	
Lifting/Carrying			*
Pushing/Pulling			*
Climbing (ascending/descending)		*	
Bending/Stooping			*
Using arm muscles frequently or for extended periods			*
Using leg muscles frequently or for extended periods			*
Using back muscles frequently or for extended periods			*
<b>Lifting Requirements</b>			
2-10 pounds			*



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11-20 pounds			*
21-30 pounds			*
31-40 pounds			*
41-50 pounds			*
51 pounds or more		*	

Walking, standing, lifting, turning and bending while caring for patients and handling equipment. Must possess knowledge of body mechanics with adequate sight, hearing and eye to hand coordination. Must be able to lift up to 50 pounds.

Disclaimer: While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. emergencies, staffing changes, etc.)