

UNIVERSITY OF WASHINGTON

Specification for Class

SUPPLY CHAIN TECHNICIAN 1

UW CODE AND REPRESENTATIVE GROUP

XXXX (WFSE Campuswide)

XXXX (WFSE HMC)

CLASS SERIES CONCEPT

Receive, warehouse, courier, put away, requisition, pick, distribute, and/or deliver general, medical, and surgical supplies and equipment throughout various healthcare settings. Although use of material handling and transportation equipment such as forklifts, pallet jacks, hand dollies, vans, and cargo trucks is typical for this work, driving a truck that requires a Commercial Driver's License (CDL) is not required.

BASIC FUNCTION

Put away, requisition, pick, distribute, and deliver general, medical, and surgical supplies and equipment throughout various healthcare settings.

DISTINGUISHING CHARACTERISTICS

Under general supervision, perform basic Supply Chain Technician duties.

TYPICAL WORK

Put away supplies into clean rooms, carts, and other supply locations utilizing proper rotation;

Scan inventory labels to generate replenishment orders for both stock and non-stock items;

Pick supplies from storage locations for distribution, and placement into Case Carts, and restocking Exchange Carts such as Code (Crash) Carts and Procedural Carts;

Check various supply locations for product expiration dates and removal according to policy;

Perform basic disinfection, storage, and distribution of minor equipment;

Assist with special projects;

Deliver supplies and packages to various nursing units, clinics, and other locations utilizing appropriate signature technologies;

Answer phone calls and respond to customer service requests;

Assist with cycle counts and physical inventories;

Utilize various computer technologies such as handhelds, package scanners, and software programs;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent.

CLASSIFICATION HISTORY

New Class XX-XX-2016