

 Oroville Hospital	Job Description for Cart Attendant- Charge	Department:	Central Supply
		Dept.#:	8380
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director Materials Management

Job Summary

The Lead Cart Attendant is responsible for ensuring efficient inventory levels of supplies on unit carts and in central supply.

Duties

1. Count unit cart, and determine level of supplies to be kept on each cart
2. Pull needed supplies from central supply to stock appropriate cart
3. Restock unit carts as needed
4. Ensure needed equipment is available for patient use
5. Ensure needed reusable trays are available for patient use
6. Ensure needed special carts are available for patient use
7. Collect patient charge cards on a daily basis
8. Data entry of patient charge cards as needed
9. Remove outdated supplies from carts and central supply
10. Prepare daily order from general stores to restock central supply
11. Assist in evaluation of cart attendants
12. Ensure central supply shelves are appropriately labeled
13. Using monthly reports, provide monthly report of lost patient charges
14. Respond to pages as needs
15. Create and furnish shopping guides as necessary
16. Data entry on supplies listed on sign-out log on a daily basis
17. Other duties as required

Qualifications

1. Knowledge of medical supplies/equipment preferred
2. Ability to communicate verbal and written instructions

3. Ability to understand verbal and written instructions
4. Ability to do basic math
5. Ability to interact with a variety of personnel
6. Some background in general computer functions

Lifting Requirements

1. Ability to lift 20 pounds frequently
2. Able to carry 10 pounds frequently
3. Walking/standing required at least 6 hours/day
4. Sitting required up to 2 hours/day