



## **WAREHOUSE/RECEIVING CLERK**

**Part-time**

**32 hours per week**

**Non-Exempt**

IMMEDIATE SUPERVISOR: Operations Manager

REQUIREMENTS: High School graduate or GED required. Experience with inventory management software like SAP, SAGE is preferred. Must possess valid driver's license and have a good driving record.

NATURE AND SCOPE: The Warehouse/Receiving Clerk reports to the Operations manager and must deal effectively with the administrative, technical and donor services departments within CBB. The incumbent is responsible for assisting with maintenance of the blood bank supply system (warehousing) and delivering supplies to regional locations.

### PRINCIPAL ACCOUNTABILITIES:

1. Maintenance of the blood bank supply system/warehouse under the supervision of the Operations Manager:
  - a. Manages all CBB supplies in accordance and compliance with FDA and AABB regulations.
  - b. Receives supplies into the warehouse system as per standard operating procedures.
  - c. Maintains Reagent/Supply receipt and quarantine logs.
  - d. Documents vendor problems as per standard operating procedures.
  - e. Quarantines/releases supplies as per standard operating procedures.
  - f. Maintains adequate stock inventory of CBB critical supplies. Selects and delivers supplies to off-site depots.
  - g. Rotates stock as received according to expiration dating.
  - h. Performs physical inventories as needed.
  - i. Maintains adequate amount of supplies available in unlocked/uncontrolled area for CBB staff
  - j. Performs Donor Identification Number and product code label validations upon receipt and stores them in a controlled area.
  - k. Manages/controls ordering and inventory of Donor Identification Numbers and product code labels.
  - l. Assists in plasma shipment loading.
2. Assists in maintenance of CBB equipment and biohazard waste disposal.
  - a. Repairs CBB minor equipment within area of competence. Refers other repairs as necessary.
  - b. Ensures all biohazard waste is collected, stored and prepared properly for pick up by medical waste disposal company.



3. Assists in upkeep and maintenance of CBB facility.
  - a. Makes minor repairs or additions (shelving, wall fixtures, etc.) within area of competence.
  - b. Replaces worn ceiling tiles, light bulbs, Exit sign bulbs, etc. as needed
  - c. Insures proper functioning of emergency generator(s). Logs all usage.
  - d. Performs general facility maintenance as required.
  
4. Perform other related duties as assigned by authorized personnel or as may be required to meet emergency situations.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Frequency Code:	Never	0%
	Occasionally	1-33%
	Frequently	34-66%
	Regularly	67 - 100%

Activity	Frequency
Standing	Frequently
Walking	Occasionally
Sitting	Occasionally
Using hands to finger, handle or touch	Frequently
Reach above shoulders	Occasionally
Climb or balance	Occasionally
Stoop, kneel or crouch	Occasionally
Talk or hear	Regularly
Taste or smell	Never
Use foot/feet to operate machine	Frequently

**Weight to be lifted or force exerted:**

Up to 15 pounds	Regularly
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COMMUNITY  
BLOOD BANK

Up to 25 pounds	Regularly
Up to 50 pounds	Regularly
Up to 75 pounds	Occasionally
Up to 100 pounds ( <i>with assistance</i> )	Occasionally
More than 100 pounds ( <i>with assistance</i> )	Occasionally

**Vision requirements:**

Close vision (clear vision at 20 inches or less)	<input checked="" type="checkbox"/>
Distance vision (clear vision at 20 feet or more)	<input checked="" type="checkbox"/>
Color vision (ability to identify and distinguish colors)	<input checked="" type="checkbox"/>

**Tools/Equipment Used:**

Hand tools (pliers, screwdrivers, etc.)  
Cell phone  
Dollies (hand truck, carts)  
Vehicles  
Computer and fax machine

**Work Environment:**

Work near moving mechanical parts  
Outdoor weather conditions  
Variable hours/days and erratic schedule  
Work/job related travel

**Noise exposure:**

Moderate Noise	<input checked="" type="checkbox"/>
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