



Example of Central Supply Technician Job Description

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Our growing company is looking for a central supply technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for central supply technician

- Performs functions related to preparation, packaging and sterilization of surgical instruments and medical-surgical supplies
- Performs activities related to sterilization checks of charts, cycles and biologicals
- Coordinates and supervises activities of Central Supply Assistants
- Participates in the formulation, implementation and monitoring of departmental goals
- Prioritizes workload and ensures that established policies and procedures are followed
- Communicates with Business Manager, clinical staff, storeroom staff and other departments such as Laundry to ensure smooth workflow and to investigate and resolve case cart preparation issues, to verify status of instrument repairs, inventory levels, and the like
- Serve as an expert in the area of specific unit competencies, maintains clinical competencies for assigned clinical areas
- Assists in the development of new policies and procedures, and works to improve overall efficiency and quality
- Coordinates regular scheduled equipment maintenance schedules for washers, ultrasonic cleaners, sterilizers, Arranges for equipment and instrument repair as necessary
- Prepares and maintains manual and electronic records and reports related to all activities

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- Previous experience in healthcare supply chain functions preferred but not necessary
 - 1+ years of experience in Central Supply or related field, with basic product knowledge, distribution par level cart techniques and warehousing procedures is preferred
 - CRCST (certified Registered Central Supply Technician) or medical terminology preferred
 - Appropriate sense of urgency and timely response
 - Able to push or pull a cart weighing up to 350 pounds
 - Must be able to follow both verbal and written instructions