

DEVELOPMENTAL SERVICES
Porterville Developmental Center

DEPARTMENT: Nursing Department

LOCATION: Central Supply

JOB TITLE: Medical Supply Technician

GENERAL STATEMENT OF DUTIES: The Medical Supply Technician (MST) is assigned to Central Supply under the direction of the Nursing Department and performs general duties as required for the sterilization, ordering, processing and distribution of medical equipment and supplies.

SUPERVISION RECEIVED: Directly supervised by the Coordinator of Nursing Services. Also, under the direction of the Material Stores Specialist I (MSS) and Assistant Coordinators of Nursing Services (ACNS).

SUPERVISION EXERCISED: None.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement such as being capable of lifting 50 lbs., stacking, and rotating heavy cases of supplies. Able to bend stoop, kneel, have good coordination, and dexterity/ strength in fingers and hands.

TYPICAL WORKING CONDITIONS: Potential exposure to communicable diseased, blood-borne pathogens, contaminated equipment, sharps, and other conditions common to clinical nursing environment.

ESSENTIAL DUTIES:

50% Assist with inventory of Central Supply stock

25% Stock, dispense, and maintain orderly rotation of Central Supply items

10% Repair and distribute glasses

5% Order Central Supply items and glasses

5% Clean, package and sterilize re-usable instruments/equipment according to procedures.

5% Maintain a safe and sanitary environment

TYPICAL TASKS:

1. Sterilize, process, and distribute medical equipment and supplies for the facility.
2. Maintain required standards of cleanliness and asepsis.
3. Ensure all units are stocked with supplies in a timely manner.
4. Knowledgeable of the Central Supply and Facility philosophies, policies, and procedures.
5. Maintain proficiency standards and certification earned while in this classification.
6. Maintain a satisfactory attendance and personal safety record.

7. Sustain a professional, cordial relationship with peers and employees.
8. Perform other duties as assigned.

_____, Medical Supply Technician Dated: _____

_____, Coordinator of Nursing Services Dated: _____

(rev. 06/25)