

JOB DESCRIPTION
(Rev. 5/01)

TITLE: Warehouse Manager

FUNCTION: Warehouse Manager

HAS SUCH DUTIES AS:

1. Administrative Functions
IOP

- Complies with all IOP requirements for this position including timely completion of reports and indicators.

Personnel

- Hire and manage personnel based upon warehouse staffing needs.
- Thoroughly train staff on all requirements for each position.
- Completes employee reviews and assessments within 30 days of anniversary date.
- Regularly in servicing staff on relevant warehouse issues
- Assess the competency of warehouse staff no less than every six months to determine their skill level at assembling, delivering and providing routine maintenance on all lines of equipment. In addition, insures that all warehouse staff is familiar with infection control, patient procedures, environmental safety, etc.
- Insures that staff has been informed of the organizations TB and Hepatitis policies. Also, insures that each staff member has been fitted with the appropriate respirator and fit tested periodically.

Receiving and Shipping

- Receiving of all equipment and stock followed by all necessary documentation and handling involved in the receiving process as stipulated in the Warehouse Operations Manual.
- Insures that the Purchase Order file contains nothing more than two weeks old.
- Insures that the "not labeled" / Receiving file contains nothing more than two weeks old.

Warehouse Management

- All equipment shall be received, labeled, correctly entered into the computer, clean and appropriately tagged.
- The sales shelves shall be reviewed monthly with individual salesman to assess sales shelf inventory.
- The warehouse shall be maintained in an orderly fashion with rental and loaner equipment segregated from new equipment. ALS or other loaner closet equipment shall be kept separate and distinct from organization equipment.
- Dirty and clean equipment areas should be clearly marked and kept separate.

Inventory Control

- Monitors inventory of parts and rental equipment - works with purchasing agent and orders equipment/parts as necessary.
- All equipment shall be received, labeled, correctly entered into the computer, clean and appropriately tagged.
- Works with president, sales manager, sales staff and purchasing agent to monitor trends, sales & marketing efforts and insures that equipment is available accordingly.
- Insures that all equipment in the warehouse is clean and in good working order.
- Provides regular service to equipment in compliance with manufacturer suggested guidelines.
- Does not allow any equipment out of the building unless the appropriate paperwork is completed.
- Insures that all serialized inventory is traceable.
- Does not allow new equipment to be used for rental or demo purposes. Reports noncompliance with this policy immediately to the president and appropriate manager (e.g., sales manager).
- Insures that there are manuals available at all times for all equipment delivered. Maintains a library of manuals to be used for rental equipment that may not have the original manual.
- Insures that equipment checklists are up to date and available for each piece of equipment delivered.
- Insures maintenance of all logs and files regarding Warehouse operations and policy and procedure related to the warehouse and its operations.

BUILDING MAINTENANCE

- Develops and insures compliance with a regular cleaning and maintenance schedule of the facility including trash removal, restroom cleaning, etc.
- Monitors the disposal of organization equipment and supplies. No items of value shall be thrown away without the explicit consent of organization president including parts, medical equipment office furniture, computers, fixtures, etc.
- Insures maintenance of overhead doors, heating and cooling system, snow removal service, etc.

POSITION REQUIREMENTS:

1. High School Diploma
2. Inventory management experience.
2. Previous human resources management experience preferred.
3. Familiarity with the health care industry a plus.

EMPLOYEE PERFORMANCE EVALUATION

Position: Warehouse Manager

Employee: _____ Date: _____

Potential Bonus of \$1,250 per quarter. The division follows:

INVENTORY CONTROL/WAREHOUSE MANAGEMENT \$400

A monthly walk-through shall be completed by the organization president. Ten pieces of equipment shall be selected per month for compliance with the following requirements:

- Each piece shall be correctly labeled
- Each piece shall be entered into the computer correctly
- Each piece shall be clean, in good working order with an available manual and equipment checklist
- Each piece shall be tagged. The tag shall include all required information including last date of cleaning, etc.

A quarterly compilation (three months) of the results of the walk through will be used to determine bonus.

70% - 80% compliance	\$200
80% - 90% compliance	\$300
90% - 100% compliance	\$400

Month One	Month Two	Month Three	TOTAL
\$	\$	\$	\$

DELIVERIES \$400

Deliveries shall be timely and each client shall be educated thoroughly. All paperwork must be completed with all necessary signatures on all documents. Ten route sheets with corresponding Access logs shall be checked to see if there is a complete patient packet/assignment of benefits signed by the client, delivery ticket with driver identification, equipment checklist, any waivers, CODs collected and correct entry of data into the computer. Deliveries shall be completed in one trip.

70% - 80% compliance	\$200
80% - 90% compliance	\$300
90% - 100% compliance	\$400

Month One	Month Two	Month Three	TOTAL
\$	\$	\$	\$

PERSONNEL**\$100**

- Hires and manages personnel based on staffing needs. \$33
- Completes reviews/assessments by deadlines. \$33
- Insures; that staff is trained and competent. \$33

Month One	Month Two	Month Three	TOTAL
\$	\$	\$	\$

RECEIVING AND SHIPPING**\$250**

- Completes all necessary documentation required by organization procedures. \$50
- Shipping and receiving area is orderly and well maintained. \$50
- PO file does not contain anything older than 2 weeks. \$75
- Not labeled/receiving file does not contain anything older than two weeks. \$75

Month One	Month Two	Month Three	TOTAL
\$	\$	\$	\$

BUILDING MAINTENANCE**\$100**

- Develops and insures compliance with a regular cleaning and maintenance schedule of the facility including trash removal, restroom cleaning, etc. \$33
- Monitors the disposal of organization equipment and supplies. No items of value shall be thrown away without the explicit consent of organization president including parts, medical equipment, office furniture, computers, fixtures, etc. \$33
- Insures maintenance of overhead doors, heating and cooling system, snow removal service, etc. \$33

Month One	Month Two	Month Three	TOTAL
\$	\$	\$	\$

PERFORMANCE EVALUATION SUMMARY SHEET

POSITION: _____

	QUALITY OF WORK	QUANTITY OF WORK	KNOWLEDGE OF JOB	JUDGMENT AND DECISION MAKING	RELIABILITY AND INITIATIVE	OVER ALL RATING
# OF POINTS						
# OF STANDARDS						
AVG.						

Developmental Goals & Training needs:

Employee Comments:

Supervisor Comments:

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____