

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 688
VERSION: 1

SUBJECT/TITLE: STATEMENT OF POLICY - WAREHOUSE

POLICY: The warehouse worker's duties include, but are not limited to, the following:

1. Receives, checks, stores and issues large volumes of varied supplies used by the trades.
2. Keeps a perpetual inventory and other records.
3. Determines the optimum stock level to be maintained and items to be added to or deleted from stock.
4. Initiates requests for replenishment of supplies and follows up on late deliveries.
5. Supervises and participates in the maintenance and adjustment of stock record.
6. Supervises annual physical inventory of all supplies.
7. Participates in the procurement and receipt of capital outlay and fixed asset items.
8. Responsible for the housekeeping of the warehouse and other assigned areas.
9. Apply identification to tools, instruments and other devices when required by other divisions. Maintain spare parts, catalogues and supply catalogues.

PURPOSE: The primary function of the Facilities division warehouse is to stock those items that are used by the various building trades for construction jobs, alterations, additions and upkeep of the hospital and its research facilities; and also for the repair and maintenance of equipment, instruments and machinery.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE:

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References:	
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