

Posting for Company Website

Materials Handler:

The Materials Handler is responsible as the supply clerk for Central Supply/Food & Nutrition. Under the general direction of the Operations Manager, performs all responsibilities associated with ordering, receiving and distribution of supplies in accordance with policies and procedures. The Materials Handler is primarily responsible for ordering non-food supplies and equipment in accordance with established policies and procedures. He receives and signs for all perishable and non-perishable deliveries from suppliers; verifies count and type against purchase order/requisition; identifies any discrepancies, damages, or shortages and follows-up with vendor.

Duties include:

- Stores secured items in designated location and catalogs location of supplies and equipment;
- Delivers supplies to departments and resident areas daily, and fills par stocks.
- Rotates all stock continually for timely issuance according to date and to ensure freshness;
- Maintains all storerooms and walk-in refrigerators in a clean and orderly manner;
- Lifts heavy cases of canned goods, meats, fish, dairy, soap and paper products on a daily basis when stocking and restocking shelves;
- Maintains an active inventory of supplies and equipment and helps prepare orders for operations managers.

Duties also include:

- Develops and maintains a system of managing back orders, stock outs, etc., including devising alternative sources for needed items;
- Participates in the end-of-month physical inventory. Assists in counting and organizing supplies in preparing for inventory;
- Communicates courteously and promptly with various departments in order to assist and meet their needs and commitments, and establishes and maintains proper professional and ethical relationships with all sales representatives and vendors;
- Breaks down all the cardboard boxes and discards them into the dumpsters and maintains a clean area around the dumpsters;
- Strictly adheres to all HIPAA regulations and maintains a high level of discretion regarding confidential resident, employee and facility information.

The minimum requirements include a high school diploma or equivalent; minimum of one year of receiving experience; basic computer skills and knowledge; proven proficiency with inventory management; ability to recognize changes in inventory stock levels due to recent or anticipated usage; ability to lift objects up to 75 lbs.

Location: Bethany Health Care Center, 97 Bethany Rd, Framingham, MA 01702. Hours: M-F 6:30AM-3:00PM.

Submit resume to: Terry Hodge, Human Resources Director
Bethany Health Care Center
97 Bethany Road
Framingham, MA 01702

Position eligible for bonuses under the company's Employee Referral Program. Please see employee handbook for details.