

**Volunteer Service Description**

<b><i>Position Title: Central Services</i></b>	
<b><i>Objective:</i></b>	<b>To assist staff with organization and delivery of supplies and equipment.</b>
<b><i>Hours:</i></b>	<b>M-Sunday</b>
<b><i>Qualifications:</i></b>	<b>Friendly positive attitude. Works well with patients, staff and visitors. Ability to lift 25 pounds.</b>
<b><i>Training:</i></b>	<b>Hospital orientation and specific departmental orientation.</b>
<b><i>Competencies:</i></b>	<b>Confidentiality Phone etiquette</b>
<b><i>Responsibilities:</i></b>	<b>Checks supplies accurately and rotates stock before shelving items. Checks for and removes outdated supplies. Stickers supplies in an accurate manner. Picks up equipment on the nursing units SGH &amp; SMH Decontaminates equipment from Sutter Memorial in a timely manner. Ensures equipment is delivered to nursing units in a timely manner Documents times from Central Services to delivery unit at Sutter General Can learn sterile processing at Sutter Memorial</b>