

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISOR 5/24
SUBJECT <i>Student Supply Attendant</i>	RANK x012	GROUP II

DEFINITION:

Under the general supervision of a Manager/Supervisor, a student typically handles the following tasks:

- (a) Ensures all necessary items are stocked in the unit(s), which can involve managing up to approximately 250 various stock items, 25 pieces of equipment, and 20 types of linen.
- (b) Replenishes supplies in the treatment rooms, laboratories, and nurse servers according to the established schedule on the nursing unit(s).
- (c) Addresses staff needs during emergencies promptly.
- (d) Carries out additional tasks as required.

BASIC QUALIFICATIONS:

Knowledge of a hospital setting and ability to perform under pressure, knowledge of all supplies used and their basic functions and acceptable substitutions, ability to organize their time; cooperative and able to work well with professional people, ability to lift and move heavy items.

LEARNING OUTCOMES*:

- Employ active listening skills.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).