**Student Supply Attendant**

**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)].*