



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **MATERIALS SERVICE WORKER**

SALARY: \$31,824 - \$35,044 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position at Monroe Community Hospital is responsible for pick up and delivery of residents/patients, hospital supplies, equipment, and mail both within and outside the facility in a safe and timely manner. The employee reports directly to and works under the direct supervision of a senior level employee and receives instructions on a daily basis. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

TYPICAL WORK ACTIVITIES:

(All need not be performed in a given position. Other related activities may be performed although not listed.)

Transports residents/patients to and from various destinations/appointments both within the hospital facility and other facilities by different means of transportation including a motor vehicle;

Assists Radiology staff in positioning patients;

Hand delivers and receives mail including packages;

Processes outgoing United States Postal Service mail, determining appropriate mailing class and postage requirements;

Delivers and picks up hospital equipment such as laundry, linen, dietary carts and meal trays within the facility;

Picks up contaminated equipment and supplies from medical unit and delivers sterile supplies and equipment to medical units as requisitioned;

Operates copying machine.

SPECIAL REQUIREMENTS:

A candidate needs to have received their primary COVID-19 vaccination series.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: November 10, 2021

Posting Deadline: Until Filled