

STANDARD OPERATING GUIDELINE



Loan Closet Manager

Department: Operations

SOG#239

Applicable to: All Staff

Effective Date: 1 August 2020

1 Page

Authority: Chief Of Operations

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the collateral responsibility of the Loan Closet Manager (LCM).

Content:

Position Title:	Loan Closet Manager
Supervised By:	Deputy Chief
Supervises:	None
Status:	Hourly Employee
Schedule:	Collateral work in conjunction with scheduled road service hours

Summary Description:

The Loan Closet Manager is responsible to maintain inventory, paperwork, accountability of loan periods, and reporting to the Deputy Chief of his/her responsibilities.

Job Magnitude:

Department Staff: 0

Department Budget: As assigned (Variable)

Structure:

The Loan Closet Manager is a collateral duty position, to be filled by a staff member of the agency. Work time is in conjunction with scheduled road hours. This individual is accountable to the Deputy Chief of the Agency in areas regarding the planning and activities involved with Loan Closet initiatives and responsibilities. The LCM will have a responsibility to maintain a safe, clean work environment.

Essential Functions:

- Create and maintain inventory of Walkers, Wheelchairs, Canes, and Crutches.
- Maintain proper stock of Loan Closet supporting supplies.
- Periodically, but no less than monthly, complete an audit of current loans and their time frame.
- Complete follow-ups on loans that exceed the specified allowed period.
- Field telephonic and electronic inquiries to the availability of items, and current loan amendments.

This document supersedes any documents on the topic dated prior to the effective date noted above.

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- Ensure a safe, clutter free, clean working environment including proper cleaning and sanitizing practices are followed by all staff, reporting problems identified to the Deputy Chief.
- May design/advise/participate in marketing efforts related to the Loan Closet.

Physical Environment and Working Conditions

The LCM work is performed in an office, station, in vehicle's, occasionally in varying weather conditions mostly during daytime hours. Work may be performed in stressful situations. Constant demands include sitting, talking, hearing, and a negligible amount of force to move objects. The position will frequently sit, stand, walk, stoop, kneel, reach, lift, grasp, perform repetitive hand, arm, and finger motion, exerting up to 30 pounds of force, and use hand-eye coordination to operate computers and office equipment.

Qualifications

High School Diploma or GED

Minimum five (1) years experience in EMS experience

Experience in inventory management

Good knowledge of English grammar and usage; record keeping ability; working knowledge of word processing and other computer applications; ability to prioritize workload; ability to proofread for spelling and grammar; good judgment in handling confidential material; have a high level of attention to detail; and anticipate needs.

The Chief, on the recommendation of Senior Staff, reserves the right to waive any of the minimum qualifications set forth above and consider any other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.

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