

ChoiceSpine

## Job Description

Job Title: Set Processor  
Department: Distribution  
Location: Knoxville, TN  
Reports To: Inventory Control Manager  
FLSA Status: Non-Exempt

## SUMMARY

The Set Processor is responsible for cleaning, building, and replenishing surgical instrument sets and associated inventory.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Decontaminates and cleans surgical sets and product for reuse
- Inventories returned surgical sets and product from the field
- Receives replenishment inventory from replenishment and transfers product into surgical sets
- Prepares surgical kit inventory form(s) (SKIF's)
- Ensures the work area is accessible and safe
- Assists in counting physical inventory
- Assists distribution personnel
- Transfers inventory of surgical sets within appropriate computer system (SAP)
- Performs other duties as assigned

## QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to wear personal protective equipment during decontamination process
- Working knowledge of surgical instruments
- Working knowledge of SAP software or ability to learn
- Well organized and detail oriented
- Ability to interact with distribution staff
- Ability to maintain surgical sets to full potential
- Ability to read / interpret Engineering drawings is a plus but not required
- Ability to use measuring instruments such as calipers, micrometers, pin gages, etc. is a plus but not required

## EDUCATION and/or EXPERIENCE

High school diploma, and 1 year experience in an inventory / quality environment and/or hospital sterile processing department environment.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, to sit, to talk and hear. The employee is also regularly required to use arms to fingers, handle, or feel; and reach with hands and arms. The employee must be able to lift and/or move up to 50 pounds. Must be able to visually inspect and read small lettering.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working environment is typical of an office, manufacturing, and laboratory environment. Due to the decontamination process; working in this environment will require the use of personal protective equipment to include but not limited to; eye safety glasses, hearing protectors, rubber/latex gloves, disposable gowns, and work boots.