 **Dental Dispensing Technician I Standard Job Description**

**Classification Title:** Dental Dispensing Technician I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $17.78 |

**Job Description Summary:**

The Dental Dispensing Technician I, under general supervision, sterilizes dental equipment and distributes instrumentation and materials.

**Essential Duties and Tasks:**

**75% Equipment Sterilization**

* Sterilizes dental equipment, transports equipment to central sterilization for autoclaving, and then transports back to work area.
* Operates ultrasonic cleaners, hand piece cleaners, washer, small and large autoclave.
* Conducts all biological and DART tests to ensure equipment is working properly.

**25%: Distribution and Inventory Management**

* Dispenses clinical supplies, materials, and instruments.
* Prepares various specific dental procedure packaging and other consumable packaging. Barcodes equipment for tracking and inventory purposes.
* Uses computer systems daily, to check equipment in and out of dispensary areas. Identifies and replaces instruments in student kits on a daily basis.
* Prepares student kits for distribution to students.
* Maintains annual inventory of instruments.

**Qualifications**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required** **Experience:**

* None

**Required Licenses and Certifications:**

* None.

**Preferred Qualifications:**

* Sterilization Certification.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong organizational skills.
* Knowledge of word processing and spreadsheet programs.

**Additional Information**

**Machines or equipment used in the performance of essential duties:**

* Ultrasonic machine
* Handpiece cleaner
* Washers
* Big autoclaves

**Physical Requirements:**

* Ability to lift and move medium weight objects

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**