



## **JOB DESCRIPTION**

### **Pharmacy Delivery Driver**

**REPORTS TO:** Director of Pharmacy Services

#### **EDUCATION & EXPERIENCE:**

High School diploma or equivalent

#### **SKILLS:**

- Valid State of Texas driver's license. Must be insurable and bondable
- Ability to read English and follow instructions
- Ability to interact courteously and communicate effectively
- Ability to work with minimal supervision and organize time well
- Skill in understanding of handling prescriptions and ensuring appropriate temperature control and transportation of pharmaceuticals.
- Ability to conduct electronic payments and transactions for patients as needed.

#### **PRIMARY DUTIES:**

- Transports home delivery prescriptions for patients of Waco Family Medicine.
- Completes related paperwork required by WFM to document and justify miles driven
- Ensures that the pharmacy delivery vehicle is maintained including but not limited to fueling, cleaning, and scheduled maintenance. Bring all related repair needs to the WFM Financial Team as soon as possible
- Comply with all regulations related to confidentiality of patient information

#### **OTHER DUTIES:**

- Other duties as assigned by supervisor

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Ability to drive 5-6 hours per day and make several stops while maintaining concentration, and deal with a variety of stressful situations including adverse weather, traffic, and deadlines
- Continuous repetitive grasping and manipulation of both hands
- Occasional reaching, walking, squatting, bending, kneeling, twisting, and climbing
- Occasionally carrying, lifting, pushing, and pulling of up to 50 lbs.
- Occasionally working in confined, noisy, dusty areas
- Understand/carry out simple/detailed, oral/written instructions with retention
- Read and interpret detailed specifications
- Subject to random drug tests

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

1/17/2023