



## **JOB DESCRIPTION: COURIER**

**REPORTS TO:** Director of Plant 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 blood borne pathogens using universal precautions following OSHA guidelines

### **PRIMARY DUTIES:**

- Transports supplies and material including biohazardous laboratory specimens, prescriptions, x-rays, bank deposits, mail, office supplies and medical equipment between FHC main site and all of its satellite clinics
- Distributes specimens, communication and correspondence to assigned locations
- Completes related paperwork required by FHC to document and justify miles driven
- Ensures that the courier vehicle is maintained including but not limited to fueling, cleaning, and scheduled maintenance. Bring all related repair needs to the CFO 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

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date

10/3/2023