	<b>Policies</b>		
<b>Title:</b>	<b>Facilities Maintenance / Courier Job Description</b>		
<b>Policy No:</b>	2.14	<b>Revision No.</b>	0
<b>Prepared By &amp; Date:</b> Micah Lansford 8/1/17		<b>Approved By &amp; Date:</b> Micah Lansford 8/1/17	

I. **Purpose:** This policy describes the job description and qualifications of the Pharmacy Facilities Maintenance and Courier Position.

II. **Scope:** This policy applies to all personnel and potential applicants applying for the position of Pharmacy Facilities Maintenance and Courier Position.

III. **Definitions:**

**Pharmacy Maintenance Personnel:** Responsible for maintaining the overall appearance, safety, and repair of the facilities

**Pharmacy Courier:** Responsible for the safe and timely delivery of medications and supplies to customers.


IV. **Policy:** The Pharmacy Facilities Personnel and Courier must meet the following requirements:

1.0 **Duties and Responsibilities:** Specific duties will include, but not be limited to:

1.1 **Of the Courier:**

- Interacting with customers and co-workers professionally and appropriately
- Keeping records of vehicle maintenance, fuel, and delivery schedules
- Writing receipts
- Ensuring that vehicle is maintained properly, i.e., working brakes, controls, tire pressure, and fuel on a daily basis
- Driving safely
- Obeying traffic laws
- Working in a fast-paced environment
- Driving in differing weather conditions
- Loading and unloading goods
- Taking direction from the Director of Pharmacy or supervisor
- Complying with Pharmacy policies
- Enforcing Delivery Policies


1.2 **Of the Facility Maintenance Personnel:**

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- Cleaning and polishing light fixtures, surfaces, furniture, and trim
- Cleaning building floors by sweeping, mopping, scrubbing, or vacuuming, as appropriate
- Servicing, stocking, and cleaning restrooms
- Following appropriate Pharmacy procedures for the use and storage of cleaning chemicals and power equipment
- Gathering, emptying, and removing trash to the designated collection site
- Recycling trash as required to by state or local law
- Moving furniture, supplies, and equipment as needed
- Notifying the Director of Pharmacy of necessary repairs or potentially hazardous situations
- Requisitioning necessary cleaning products and supplies
- Cleaning windows, glass partitions, and mirrors
- Dusting furniture, machines, and equipment
- Assisting with sterilization procedures as requested
- Removing snow and maintaining sidewalks and patio areas
- Maintaining the landscaping and outward appearance of the store
- Assisting with the placement of advertising, displays, and decorations
- Replacing lights bulbs
- Performing minor repairs

**2.0 Skills and Specifications:**

- Organizational and time management skills
- Ability to work in a fast-paced environment
- Excellent customer service skills
- Punctuality
- Excellent driving and parking skills

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- Ability to keep records
- Self-motivated
- Detail-oriented
- Ability to work around chemicals
- Familiar with cleaning equipment and products

**3.0 Education and Qualifications:**

- Ability to read, write, speak, and understand English
- At least 18 years old
- Have a valid driver's license
- Have no serious traffic offences
- Ability to read, write, speak, and understand English
- Ability to work weekdays, evenings, and Saturdays
- Ability to effectively read and interpret maps
- Ability to sit for long periods of time
- Ability to sit, walk, stand
- Ability to bend, reach, kneel, crawl, climb, and squat
- Ability to lift, push, and pull up to 50 lbs.
- Ability to manipulate tools and cleaners
- Ability to operate cleaning equipment, such as floor polishers, vacuums, and dusters