	<h2 style="margin: 0;">Pedigrees</h2>		
Title:	Facilities Maintenance / Courier		
Policy No:	12.03	Revision No.	0
Prepared By & Date: Micah Lansford 04/29/2016		Approved By & Date: Micah Lansford 04/29/2016	

- **Purpose:** This policy describes the job description and qualifications of the Pharmacy Facilities Maintenance and Courier Position.
- **Scope:** This policy applies to all personnel and potential applicants applying for the position of Pharmacy Facilities Maintenance and Courier.

- **Definitions:**

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

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

- **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
- 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:**


- Cleaning and polishing lighting fixtures, surfaces, furniture, and trim

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- 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 by state or local law
- Moving furniture, supplies, and equipment as needed
- Notifying the Pharmacy owner 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
- Maintaining the landscaping and outward appearance of store
- Assisting with the placement of advertising, displays, and decorations
- Replacing light bulbs
- Performing minor repairs

2.0 Skills and Specifications of a Courier:

- 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:

- Prior Experience Preferred
- At least 16 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