

**Delivery Driver
Job Description**

Name:		Department:	Pharmacy
Title:	Pharmacy Delivery Driver	FLSA:	Non-Exempt
Date:		Reports To:	Pharmacy Manager

PURPOSE OF POSITION

To pick up and deliver prescriptions, durable medical equipment (DME), bank deposits, mail, paperwork, misc. items.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Delivers prescriptions, OTC items, paperwork, etc. to patients (including any DME supplies the pharmacist has deemed complete)
2. Picks up payment, paperwork, signatures, and materials from patients
3. Picks up and delivers items between GRX Holdings stores
4. Perform clerical functions such as going to the bank to make bank deposits and get change orders, taking mail to the post office, delivering gifts.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Ability to read, write, and perform basic mathematic calculations which would normally be acquired through secondary education, or through equivalent experience.
- Driver’s license and automobile insurance in good standing
- Good interpersonal skills
- Ability to effectively deal with the public
- Neat appearance
- Good organizational skills
- Excellent navigational ability

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BOARD OF PHARMACY REGISTRATION

Pharmacy employees who are solely employed for delivery functions are required to be registered with the Board of Pharmacy as a pharmacy support person for identification, tracking, and disciplinary action. Any person not currently registered with the Board as a pharmacy support person must obtain registration prior to commencing employment in the pharmacy. The registration fee must be paid by the employee. Registrations expire on the last day of the birth month of the registrant, every two years. No continuing education is required for registration renewal.

LANGUAGE ABILITY

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, and use whole numbers, common fractions, and decimals.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speaking, hearing, and visual effort, position requires sitting in and getting in and out of vehicle, occasional walking, stooping, reaching, lifting, and carrying up to 50 lbs., continuous general concentration, close mental and visual attention, work involves some irregularities and difficulties, repetitive and varied tasks, and stress due to deadline pressures.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing duties of this job, employee primarily drives in vehicle, may be exposed to inclement weather and hazards of driving.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, GRX Holdings, LLC reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by GRX Holdings, LLC. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and GRX Holdings, LLC has a similar right.

Employee's Signature

Date

Supervisor Signature

Date

GRX Holdings, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GRX Holdings, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with GRX Holdings, LLC.

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