

*This template is intended to provide management with information on developing a written hiring policy. **This information should not be construed as legal advice or legal opinion on specific facts.** This is not intended as definitive statement on the subject but a tool, providing practical information for the reader. The ideas put forth are designed to comply with Federal regulations concerning the hiring process. Because your state may have more stringent laws on the books than the Federal regulations used to structure these guidelines, users should consult with their own local counsel before implementing any of the suggested policies and procedures contained in this document.*

The sections printed in blue should be a part of each job description. The information printed in black will, of course, vary from job description to job description. Job descriptions such as this one are an integral part of the suggested Hiring Policy included in the Packet.

JOB DESCRIPTION - DELIVERY DRIVER / CLERK

ABC PHARMACY INC, 1234 N MAIN ST, ANY CITY ST 00000

Application Notice:

This information has been adapted from guidelines established by the U.S. Department of Labor, and can be used to assure the safety and productivity required by helping to more accurately match employee qualifications with job functions.

Job Summary:

Works the general sales floor of the pharmacy. Assists customers. Stocks shelves. Loads and unloads freight. Operates cash registers while checking out purchases. Drives company owned delivery vehicle while delivering prescriptions and other purchases to individual and institutional customers.

Qualifications:

1. 18 years of age or older.
2. Valid in-state drivers license.
3. No more than two moving violations and/or fault accidents on prior 3 years DMV report.
4. High school diploma or equivalent.
5. Good verbal and written communication skills.

Essential functions of the job:

1. Able to lift 70# cartons 25 times per day.
2. Manual dexterity to place items neatly on the stock shelves.
3. Mathematical ability to take inventories and operate cash registers.
4. Must be able to read and write.
5. Must be able to relate well to and communicate with in-store customers and delivery recipients.

This can be strenuous, stressful work and requires good corrected vision, hearing, climbing, balancing, stooping, kneeling, reaching, lifting, and the ability to remain calm and reasonable in stressful situations.

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed by my supervisor or management.

Signature _____

Date _____