

Position Title: Courier
Department: Pathology
Pay Rate: \$9.85 min doe

Job Summary: Delivers reports and picks up specimens from office and hospital clients.

Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; and specific functions may change from time to time. Picks up specimens, delivers reports, maintains inventory and prepares supplies. Disposes of surgical pathology specimens. Cleans the morgue according to written procedure following each autopsy and documents procedure. Maintains courier vehicle. Makes productive use of work time. Follows safety, Chemical Hygiene Plan and infection control policies of pathology department and all other hospital and department policies and procedures.

Qualifications:

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

Education and formal training:

Must be able to read and write. Must possess valid N.C. driver's license and proof of driving record.

Work Experience:

Five years driving experience.

Knowledge, skills, and abilities required:

Must be able to effectively communicate with many different types of people. Ability to drive for long hours. Must interact with clients pleasantly. Must be cooperative with fellow employees.

Physical Requirements:

Must have the mobility for repeatedly getting in and out of vehicle. Must have the dexterity and strength to lift 50 pounds. Must be able to speak and hear for communications.