



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Volunteer Courier
Department:	Hospital Services
Reports To:	Hospital Services Manager
Date Updated:	August 20, 2015
Position(s) Supervised:	None

POSITION SUMMARY

Be responsible for driving a BBA vehicle to deliver blood products and related materials and supplies to and from designated locations. Maintain schedules of critical deliveries to the airport for blood shipment, product pick-up from the airport as required and needed transport to the hospitals as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Driver/Courier:

- Drive the designated vehicle for delivery or pick up of blood products, materials and supplies as needed.
- Follow all procedures required to preserve the quality of the blood product. Maintain a high level of integrity for blood product delivery, pick up and quality control.
- Ensure procurement of empty containers and/or boxes as required.
- Maintain courier log

QUALIFICATION REQUIREMENTS

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer's needs a high priority. Must consistently deliver service in a timely, accurate, professional and friendly manner. Minimum six month commitment.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- Current Driver's License and good driving record
- Ability to provide BBA with a current DMV driving record (fee reimbursable)
- Must have excellent customer service skills with customers and staff
- Present a professional appearance and attitude to the public
- Treat all BBA equipment, vehicles and material with utmost care
- Good accountability, reliability and punctuality to arrive on time for shifts
- Must be able to lift heavy boxes on a routine basis (up to 50 lbs)

EDUCATION, LICENSES, CERTIFICATIONS

Current Alaska Drivers License

WORKING CONDITIONS

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace. BBA provides vaccination for Hepatitis B if desired and provides for personal protective equipment as needed for the position.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.



My signature below indicates that I have read and understood the position description for Volunteer Courier and agree to perform the duties as stated.

Employee Print Name

Employee Signature

Date

Manager Signature

Date