

At Pathology Group of Louisiana, our mission is to provide the finest quality pathology services to patients, referring physicians, outpatient surgery centers and hospitals with the greatest accuracy in the most cost-effective manner as rapidly as possible.

Can we depend on you to work hard for our clients and shareholders? Do you foster a positive work culture for your co-workers? If so, apply today!

**POSITION:** Courier – Part Time – Rotating BR to Bogalusa/Metairie

**SHIFT:** Monday-Friday, 1:30pm – 6:30pm, 11am – 2pm every other Saturday

**SUMMARY:** Under direct supervision, provides pick-up and delivery service for various customers. Maintains required logs and electronic records, and performs various routine delivery functions as specifically instructed. Expected to be customer-service oriented, pleasant, and courteous to everyone, especially when on client premises.

**DUTIES AND RESPONSIBILITIES:**

- Transports medical specimens to and from various locations, ensuring proper care and delivery of items handled during transport.
- Delivers slides to pathologists at various hospitals, using extreme care to ensure all slides are delivered.
- Delivers medical specimens, following safety, environmental, and infection control methods.
- Complies with pre- and post-route requirements to double-check vehicles to verify that all specimens and slides are delivered by drivers on previous route, and to ensure there is nothing left in the vehicle at the end of own route.
- Arranges with supervisor for appropriate maintenance of company vehicle.
- Attends meetings as required.
- Collects and delivers supplies for customers.
- Performs miscellaneous job-related duties as assigned.

**MINIMUM JOB QUALIFICATIONS:**

- Must be at least 24 years of age.
- Demonstrated record of safe driving based on MVR.
- Current valid Louisiana driver's license.
- High school graduation or GED equivalency.
- Good physical stamina. Must be able to lift 20 - 75 lbs.
- Always conduct themselves in a professional, pleasant and courteous manner, particularly with clients.

**ADDITIONAL JOB QUALIFICATIONS DESIRED:**

- Experience in other, similar position.
- Thorough knowledge of roadways and highways in the geographical area.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Completely follow routine verbal and written instructions;
- Always record and log specimen details as required;
- Complies with safety requirements and department policies and procedures;
- Communicate courteously and effectively with customers and co-workers;
- Maintain quality, safety, and/or infection control standards.

**DISTINGUISHING CHARACTERISTICS:**

Position requires: a) use of company vehicle to transport medical specimens and supplies; b) lifting and handling of 4-wheeler to assist in bulky supplies which may weigh up to 20-75 lbs; c) maintenance of vehicle usage and logs as well as other records of a routine nature; d) performance of routine duties such as photocopying; e) following established safety, environmental, and/or infection control procedures.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work involves exposure to heavy highway traffic, driving during inclement weather conditions, irregular work schedule.
- Moderate physical activity of walking, getting in and out of vehicle regularly; requires occasional handling of supplies up to 20-75 pounds.
- Driving for extended periods at a time.
- Work environment involves some exposure to hazards or physical risks, which require knowledge and practice of basic driving safety precautions and bio-hazard handling.