

Volunteer Position Description

Position Title:	Pharmacy – Cashier Volunteer (Medical Office Building)
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Ring sale on the register. Place over-the-counter stock on shelves. Answer the telephone, take prescription related messages limited to prescription numbers for refills. Take light trash to the dumpster.	
Qualifications:	
<ul style="list-style-type: none">• Must be able to operate the cash register• Must be able to operate the credit card devise• Must be able to handle money/make change• Must maintain patient confidentiality• Must be able to stand/walk for long periods• Must be able to lift and carry 10 pounds• Should enjoy interacting with the public	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones, refers most call to the pharmacist, may take names and prescription numbers for refills• Greets patient/customers.• Offer assistance• Place over-the counter stock on shelves, straightens stock	
Key Accountabilities:	
<ul style="list-style-type: none">• Operates cash register accurately, without significant assistance• Maintains patient confidentiality• Maintains regular weekly schedule	
Time Commitment:	
<ul style="list-style-type: none">• Minimum one 4-hour shift per week, starting time 2pm – 5pm	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform with badge	