

Walgreens Designated Hitter Job Description

- Greets customers and resolves their issues so that they can have a great shopping experience
- Provides fast, courteous, and efficient service to customers
- Ensures that the counters and shelves are very clean and well merchandised; maintains records and takes inventory
- Performs duties assigned by the staff pharmacist, pharmacy manager, and the store manager, such as entering patient and drug information using pharmacy systems, filling prescriptions by retrieving, pouring and counting pharmaceutical drugs, ensuring that information is correctly entered, verifying that the medicine is correct, and looking out for possible interactions
- Assists pharmacists in work flow scheduling and maintenance
- Immediately reports prescription errors to the pharmacist on duty and also adheres to all policies of the company related to pharmacy errors and the Quality Improvement Program
- Reviews and complies with the pharmacy code of conduct of Walgreen Co.
- Adheres strictly to the policy of Walgreen Co. regarding Good Faith Dispensing during all prescription dispensing activities applicable
- Handles phone calls that don't need the personal attention of the pharmacist, which includes those to physicians
- Processes in an efficient and timely manner all manual claims for third party program prescription services, and also carries out other clerical functions assigned by the [pharmacy manager](#)
- Helps and supports the Pharmacy Department on the management activities of the inventory like the ordering, checking, unpacking, and storing of pharmaceutical shipment

- Ensures that the company complies with all local and state laws with regards to regulated products (like tobacco products and alcoholic beverages)
- Helps out with the separation of food items (for example, raw foods from pre-cooked ones) and with the placement of products as specified by policies/procedures
- Assists in the rotation of stock, using restock outs and the first in, first out method for consumable items
- Has a working knowledge of systems and equipment of the store
- Provides good customer service in photo areas such as poster print and creative machine, digital passport photo service, sale of promotional photo products
- Assumes responsibility for web pick-up monitors
- Ensures a neat, clean orderly store condition and appearance, thus aiding with interior and exterior maintenance
- Maintains healthy and respectful relationships with the coworkers and complies with all policies and procedures of the company
- Ensures that special assignments and other tasks are properly assigned.