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# Example of Runner Job Description

Our company is growing rapidly and is looking for a runner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for runner

* Monitor the bays and common areas for overall tidiness and upkeep
* To predominantly be the Omnichannel support for the store, meaning to learn and operate the IN-Store DS device to see what items the Store Customer Advisers need on the shop floor at all times
* Assists all technicians in body shop in selecting required parts in a friendly, professional, and efficient manner
* Must be detail oriented and able to work in a fast-paced environment
* Pulls, fills and delivers all parts orders from stock to the Technicians
* Consistently provide the highest level of customer service by proactively offering all possible assistance to the guest
* Provide efficient, courteous and friendly assistance to all guests, taking ownership to ensure guest satisfaction
* Maintain a high standard of personal appearance, grooming and hygiene in accordance with the hotel policy
* Liaising with other departments in a professional & courteous manner at all times
* Ensure that you attend all Communications meetings and scheduled Training Sessions

## Qualifications for runner

* One year guest service/hospitality experience preferred
* Must be hard working, detail oriented, reliable and have great people skills
* Evenings
* Must be willing to work evening, weekend, and holidays
* Roll away beds or baby cots
* Extra towels, blankets or pillows