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# Example of Runner Job Description

Our innovative and growing company is hiring for a runner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for runner

* To ensure all soiled linen is regularly emptied from housekeeping closets
* To stock all housekeeping closets with clean linen according to par-stock
* To assist the Housekeeping Department with any day-to-day tasks
* To report immediately any Lost and Found article(s)
* Wear assigned patient transport uniform in a neat and presentable fashion
* During low volume, checks the system periodically to see if calls are pending
* Transports patients using excellent customer services kills
* The Runner assists in delivery of food and various items to restaurant guests
* Assists in restaurant set-up and tear-down as needed
* Other duties as assignedPERFORMANCE MEASUREMENTS/EXPECTATIONS

## Qualifications for runner

* Must be able to follow designated cleaning instructions
* Must be able to speak, read, understand, and follow simple directions in English
* Must be experienced with manual stick-shift automatic transmissions
* Must be available to work evenings and some weekends on occasion
* 1-2 years’ hospitality/events related experience or a college degree in relevant creative media field
* Interest in Film, TV Post-production