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# Example of Runner Job Description

Our company is looking for a runner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for runner

* Deliver and pick-up guest request items when assigned
* Office administrative tasks including (but not limited to) managing internal and external post, paper shredding, photocopying
* Ensuring kitchen, communal areas, screening &
* Picks up patient trays from dietary outside of scheduled food delivery
* Retrieves patient supplies from the storeroom as directed outside of scheduled delivery
* Brings specimens to the laboratory as directed outside of scheduled laboratory pick up times
* Picks up non controlled medications from the pharmacy on an as needed basis outside of scheduled pharmacy delivery times
* Performs other duties assigned related to running errands for the inpatient nursing units/emergency room/women’s services/procedural areas
* Conduct daily runs between main office, venues, and other local destinations
* Handle applications, payments, and distribution of City permits

## Qualifications for runner

* Must possess prior bussing or runner experience in similar environment
* Restaurant or food service experience is a plus
* Must have good wine and food knowledge
* GCSE Maths and English, grade C or above or equivalent
* Must be at least 18 years of age (or as dictated by the Company’s insurance policy)
* Must have and maintain a valid state-issued driver’s license and maintain a driving record acceptable to the Company