Example of Runner Job Description

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Our innovative and growing company is looking to fill the role of runner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for runner

- Be knowledgeable about all products and services available within the hotel to provide our guests with accurate and detailed information
- Utilize all equipment provided to maintain efficient communication and ensure that all amenities are delivered promptly
- Be fully aware of all par stock levels through consistent and frequent monitoring and maintenance of all stock locations and storage areas and communicate any storage or stock deficiencies to the Communications Supervisor
- Ensure a high level of product knowledge about the hotel and the local area, in order to assist with all inquiries received
- Ensure that the correct procedures are followed to complete all jobs in order that the Agents can perform the required follow up with guests
- Make sure you are aware of the Hilton Brand Standards and that you always will follow them when you are on duty
- Make sure you have read and understood all the SOP's in place for MAGIC and that you always do the various jobs according to the SOP
- Ensure the Communications Manager is kept fully aware of all feedback from customers, team members and other departments in order to maintain the highest service standards
- Pulling material from warehouse using an RF scanner
- Taking material to machines

Qualifications for runner

- Or any other little thing the guest forgot to bring…
- Filling hopper with material
- Ensuring all machines stay filled with material for jobs to run effectively
- Using computer to review and maintain inventory accuracy
- Keeping a clean and organized warehouse