



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Warehouse Runner	COMPANY: SMG/SAVOR
DEPARTMENT: Food & Beverage	FACILITY: Jacksonville
REPORTS TO: Food & Beverage Manager	FLSA: Hourly – Part Time

Summary

Stocks/rotates inventory at all locations on a daily basis.

Duties and Responsibilities

Fills requisitions and enters transfers for all locations
 Rotates inventory practicing FIFO
 Maintains inventory and stock of all supplies at all locations
 Maintains rules and regulations of Health and Sanitation Laws, as well as safe transfer/storage procedures
 Maintains and organized and clean storeroom.
 Enters transfers into quest daily.

Supervisory Responsibilities

None

Education and Experience

High School diploma or general education degree (GED); or 3-6 months related experience and/or training; or equivalent combination of education and experience.

Language, Mathematical, Reasoning Skills
 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to add, subtract, multiply and divide. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to communicate and execute instructions via radio.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company’s sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Approved by: _____ Date: _____