



RUNNER JOB DESCRIPTION

The Runner is critical in representing Bethlehem Construction, Inc.; the Runner is often times the only contact a business or vendor will have with Bethlehem Construction, Inc. so the encounter must be strictly professional. Responsibilities of the Runner include:

- Collect supply, equipment and/or parts orders from various businesses.
- Return supply, equipment and/or parts orders and/or rentals to various businesses.
- Coordinate activities and stops to limit number of trips.
- Order supplies, equipment and/or parts as directed.
- Maintain warehouse and inventory in organized manner.
- Keep tools and supplies secure.
- Record mileage; use Runner Daily Log.
- Fill out Purchase Orders.
- May involve travel outside of the Central Washington area.
- Additional duties as assigned by the Plant Manager or Plant Superintendent.

I have read the above and agree to perform according to this Job Description.

Employee's Printed Name: _____

Employee's Signature

Date