

RUNNERS

OVERVIEW OF JOB

WHO

“RUNNER” is an entry level position in which previous job experience is limited. As such, you have been hired for your sense of humor, common sense, high level of energy and ability to focus on what needs to be done and ability think on your feet.

WHAT DOES A RUNNER DO?

General duties:

- 1 Set up triple sink
- 2 Set up clearing stations
2. Facilitate kitchen wherever needed including pots and pans, dishes
3. Working with the waitstaff & the kitchen throughout the event.

WHEN DOES A RUNNER WORK

- Runners will arrive approximately four hours before the ceremony.
- In general, the shifts are 5-6 hours

WHERE

- Runners will usually need to work in separate rooms for the smaller events for efficiency.
- Each event will be assigned one or two runners depending on the number of guests.

HOW DO RUNNERS ACCOMPLISH THEIR JOBS?

- Worksheets & white board in kitchen upon arrival
- Meet with Wendy to get started with jobs that need to be done
- Facilitate Kitchen and Waitstaff as needed

WHAT DO RUNNERS WEAR

- DRESS CODE: Black pants, Black Wellers tee shirt, safe preferably black shoes with rubber soles.

ORIENTATIONS:

- Hands on training.

POST PARTY MEETING-

- Informal meetings immediately after your shift to ask what questions you may have about the job

MERIT RAISES

- Raises will be determined by the number of skills that are acquired,
- Ability to stay focused using common sense and innate intelligence
- Ability to get along and work as a team.
- Positive attitude in general while working.
- Ability to get the job done.