



## Parts Runner

**REPORTS To:** Operations Assistant – Purchasing & Controller, Director of Operations

### PURPOSE OF THE JOB

Main purpose is to ensure that when parts are required for a department in a rush when delivery is not an option, these parts be picked up and delivered to the person that ordered the parts. The Parts Runner will work with the Purchasing and Controller to generate a list of runs to be followed each day.

### DUTIES & RESPONSIBILITIES

- Perform daily pickups of all part orders placed
- Occasionally taking fuel dips and entering onto logs daily when Parts Room Attendant cannot
- Assist with the sanitation and cleanliness of the office, lunch, washroom area and any other areas that may need attention, assist with the cleanliness of the shop floor
- Read and understand all Resort Polices and Procedures
- Other duties as assigned

### SKILLS & EDUCATIONAL REQUIREMENTS

- Possess effective communication skills
- Strong interpersonal skills
- Able to work cooperatively with a number of departments
- Comfortable working in a shop environment
- Valid drivers license with clean driving abstract
- Experience with map reading and GPS
- Experience working with people of all ages

### PHYSICAL & TIME REQUIREMENTS

- Day Shift Hours 0730 – 1700
- Follow lunch, washroom and break procedures as directed
- Lift up to 40 lbs, assisted lifts with anything over 40 lbs
- Ability to remain stationary for long periods of time
- Spend extended hours in front of a computer screen
- Stability to walk on uneven surfaces and icy conditions
- Communicate, converse with and exchange accurate information with fellow crew members and other departments in a polite and professional manner

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Employee Signature

\_\_\_\_\_  
Date

**Andre Huter**

Andre Huter, Director of Operations