

**RenuOil of America, Inc. ™**

**Runner/Asset**

**Job Classification Sign-Off**

I understand that I am being hired in the position of **Runner/Asset**. My job description includes but is not limited to the following:

* Purchase, maintain and track daily inventory for the office, field, and warehouse.
* Run office errands daily or as needed.
* Deliver various equipment, PPE, and cleaning supplies to and from off-site locations
* Submit, track, and compile all of the asset recovery from different properties; turn in asset sheets each Monday.
* Report asset recovery via email
* Assist with the transfer of recyclables/supplies and equipment between casinos to our facility as needed.
* Inform Executive team of any variances of totals in assets reclaimed.
* Keep track of COC (Chain of Custody) forms and for any recyclables transferred or handled as well as asset reports.
* Keep track of mileage log and turn in at the end of every month
* Report PPE, Safety Policies, Employee Handbook Policy Violations and all other Company Policy violations while on the field.
* Report to supervisor clock in/ out

Classification Sign-off:

* You are being hired as: **Runner/Asset**
* Your starting pay rate is:
* Your training start date is:
* Your probationary period ends on:

Tentative Schedule will be

Signature/Firma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Fecha: \_\_\_\_\_\_\_\_\_\_

*This document* ***supersedes*** *all prior communications, contracts or correspondence between the parties with respect to the subject matter addressed in this document, whether oral or written.*