



## Job Description Sheet

Department:	Back of the House
Position:	Order receiver
Director:	Julio Urrutia
Manager(s):	

**What this position does:**

This position is known as the messenger. Their job is to be in constant communication with the Registration Runners coming from the auditorium. They are what connects the front of the house to the back of the house.

**Why this position important:**

If the order receiver is absent, then the orders have no way of reaching the order scheduler to begin the pulling process

Process/Flow of Customer Interaction and Tasks:

1.	Receive schedules from the Registration Runners in the auditorium.
2.	Return to textbook room or room 148.
3.	Hand schedules to order scheduler.
4.	Return to station and wait for more orders from the Registration Runners.
THANK YOU FOR YOUR HELP!	