**Job Description**

**Yard Operative**

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| **Job Details** |

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| Reporting to: Supervisor |  | Date: 1st February 2018 |

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| Department: Wet Waste |  | Location: Wokingham |

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| Responsible for: Yard Duties and Cleaning |

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| **Job Summary** |

To provide an efficient yard service for the A1 Group which includes ensuring the yard area is clean and tidy and in line with Company H&S requirements reporting directly to the Area Manager. As a yard operative your duties will include movement and preparation of equipment ready for dispatch, general yard clean up duties, basic paperwork and admin duties as required.

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| **Key Responsibilities** |

* Loading and unloading vehicles by hand or with a forklift truck
* Sorting stock and transporting to storage areas
* Ensuring stock is clean and ready for client use
* Keeping work areas clean and tidy
* Answering questions from customers
* Any other reasonable task required by the company

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| **Key Skills** |

* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team and with limited Supervision
* Good product knowledge upon completion of in-house training
* Performing support and maintenance duties in a workshop and yard environment
* Involved in lifting operations when required

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |