**Job Description**

**Yard Foreman**

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| **Job Details** |

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| Reporting to: Metal Recycling Manager / Car Spares Manager |  | Date: 1st December 2013 |

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| Department: Car Spares / Metal Recycling |  | Location: Wokingham |

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| Responsible for: Yard Operations |

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| **Job Summary** |

Reporting to the Metal Recycling Manager / Car Spares Manager, the Yard Foreman will supervise the yard operatives and administrate all related documentation and communications to ensure sufficient smooth operation of Metal Recycling / Car Spares areas. They are also responsible for making sure all yard machinery is functioning properly and for reporting issues whenever there is a problem. The Yard Foreman also is responsible for overseeing yard cleanliness and safety and will work in conjunction with the managers to assist with various managerial duties such as hiring, training, evaluating, assigning duties. Whenever there is a customer service issue, the Yard Foreman answers all customer questions.

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| **Key Responsibilities** |

**Responsibilities**

* Assigning the yard staff daily workloads and ensure proper start times are maintained
* Ensuring all yard equipment and machinery is maintained and serviced to the necessary standard
* Communicating daily with all yard staff and providing assistance where required.
* Reviewing current day’s work to ensure all areas have been serviced
* Conducting and recording daily yard checks in line with company procedures
* Assisting in the training of yard staff relating to policies and procedures
* Working in conjunction with the car spares manager/ metal recycling manager to assist with various managerial duties such as hiring, induction, training and assigning duties
* Monitoring, investigate and document all yard staff performance activities
* Enforcing company operating procedures and all health and safety policies and procedures
* Remaining current in all health & safety legislation while participating in all health & safety training activities
* Any other reasonable task required by the company

**Key Skills**

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team

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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: |