**Job Description**

**Yard Operative**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Supervisor |  | Date: 1st December 2013 |

|  |  |  |
| --- | --- | --- |
| Department: Wet Waste |  | Location: Wokingham |

|  |
| --- |
| Responsible for: Yard Duties and Cleaning |

|  |
| --- |
| **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.

|  |
| --- |
| **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

**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

|  |
| --- |
| **Confirmation** |

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

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |