**Job Description**

**Non Ferrous Foreman**

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| **Job Details** |

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| Reporting to: Metal Recycling Manager |  | Date: 1st February 2018 |

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| Department: Metal Recycling  |  | Location: Wokingham  |

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| Responsible for: Non Ferrous Area |

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| **Job Summary** |

Reporting to the Metal Recycling Manager, the Non Ferrous Foreman will supervise the non-ferrous department and administrate all related documentation and communications to ensure sufficient smooth operation of non-ferrous operations. The Non Ferrous Foreman also is responsible for overseeing cleanliness and safety of the non-ferrous area and will assist with various managerial activities such as hiring, induction and training. Whenever there is a customer service issue, the Non-Ferrous Foreman answers all customer questions.

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| **Key Responsibilities** |

* Assigning non-ferrous staff and ensure proper start times are maintained
* Ensuring all non-ferrous staff are compliant with company requirements and regulations
* Ensuring non-ferrous area is maintained and serviced to the necessary standard
* Communicating daily with non-ferrous staff and providing assistance where required.
* Reviewing current day’s work to ensure all areas have been serviced
* Assisting in the training of non-ferrous staff relating to policies and procedures
* Working in conjunction with the metal recycling manager to assist with various managerial duties such as hiring, induction, training and assigning duties
* 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

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| **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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| **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:  |