

## JOB DESCRIPTION

Job Title: Yard Support

Department: Operations

Reports To: Simon Robinson, Yard Supervisor

### **Job Objectives**

- To offer support services to the day-to-day operation of the company in line with company policy, procedures and team objectives

### **Operational Duties** (to include, but not limited to):

Maintain and keep a clean, safe yard with all risks minimised and report any areas of concern to the operations management team verbally and via the Near Miss and Damages procedures.

- Actively promote and enforce Health and Safety at work.
- Work with & assist operations personnel to check and maintain stock levels.
- Be part of the service, inspection and maintenance of all equipment.
- To carry out any activity that fits within the role as instructed by line management.
- Prepare equipment for jobs as requested by the operations management team.
- Pick equipment according to the load lists.
- Opening and closing of curtain sided vehicles.
- Using ratchet straps to secure loads to trailers and kit to stillages.
- Responsible for strapping trailers to VOSA requirements.

### **Admin Duties** (to include, but not limited to):

- Ensure yard procedure of truck labelling is adhered to.
- Full procedure completion for near misses.
- Full procedure completion for accident reporting.
- Full procedure completion for damages.
- Full procedure completion for load lists.
- Advise Management Team of items not returned from site.
- Advise Management Team of stock shortages and consumables required.

### **Health & Safety**

- Proactively develop Health & Safety awareness and knowledge.
- Liaise with a view to developing and improving processes within the company.
- Maintain a position on the Health & Safety Committee as appropriate.
- Ensure that instructions and procedures outlined in the Health and Safety documents are adhered to within your work areas.
- Ensure that there is sufficient First Aid equipment and Personal Protective Clothing available for the Yard operations team at all times.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.



**General Responsibilities / Expectations**

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To behave in a manner that reflects positively on the company at all times.
- To promote equality of opportunity and anti-discriminatory practices.
- To assist in monitoring and maintaining quality standards across the company.
- To demonstrate an understanding and commitment to the principles of confidentiality.

**Training and Development**

- Participate fully in training and development in accordance with the company's training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.

Signed:

Date:

PRINT NAME: