

JOB DESCRIPTION

Job Title: Yard Support, Thurleigh

Department: Operations

Reports To: Senior KitCo and Yard Supervisor

Job Objectives

- To offer support services to the day-to-day operation of the company in line with company policy, procedure and team objectives.
- To support the day-to-day running of the Operations/Yard department.
- Forklift licence is a requirement.

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

- Attend daily 7.30am Toolbox Talk
- 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.
- Carry out regular 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.
- Loading and unloading of equipment from various vehicle types such as counterbalance forklift and telehandler.
- Using ratchet straps to secure loads to trailers and kit to stillages.
- Responsible for strapping trailers to VOSA requirements.
- Work with and assist operations personnel to check and maintain stock levels.
- Ensure stock is serviced and ready for despatch.
- Actively partake in annual stock checks and asset identification.
- Manual lifting of stock, scaffolding, and equipment.

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

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

Health & Safety (to include, but not limited to):

- Actively promote and enforce Health and Safety at work.
- To develop and maintain an awareness of Health & Safety documents relating to your role including but not limited to the Star Group Live Ltd Health & Safety Policy.
- 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 report immediately to your line manager any defects in equipment or the working environment and report areas of risk.
- To report immediately to your line manager any accidents in the working environment.
- To adhere to all personal responsibilities under the Health & Safety at Work Act.

General Responsibilities / Expectations (to include, but not limited to):

- 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 demonstrate an understanding and commitment to the principles of confidentiality.
- To be proactive and support constant improvement through effective communication and procedures.

Training and Development (to include, but not limited to):

- 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: