# Job Description for Yard Operator

## Role

### Reporting Structure

The Yard Operator reports to the Yard Manager

### Teamwork

* 1. Working together with Ontario Stone Supply personnel to help build a cohesive team with mutual respect for each other and for the company as a whole
	2. Working together with other yard personnel until the work is done

### Operating equipment:

* 1. Being competent in operating the yard equipment in order to be able to serve both our trucks as well as our customers and suppliers

### Tasks include the following aspects:

* 1. Ensuring that Ontario Stone Supply trucks receive priority for unloading and loading in order to maximize ‘on the road’ time
	2. Ensuring that customers are cared for in a timely manner
	3. Unloading supplier trucks in a timely manner
	4. Ensuring order accuracy when filling orders for customers
	5. Ensuring movement of materials as much as possible with the ‘First In First Out’ rule
	6. Keeping the yard neat and tidy, which includes, but is not limited to the following tasks:
		1. putting away incoming product
		2. ensuring that all product is in its proper place
		3. cleaning off scales
		4. cleaning up garbage
		5. picking up coloured rocks
		6. burning fire pile and cleaning ash out
		7. cleaning lunch room
		8. grading yard to keep it smooth
		9. washing machines regularly
		10. cleaning up weeds as required
	7. Doing daily circle checks on machines and reporting outstanding issues to the Yard Manager
	8. Performing weekly maintenance tasks on machines
	9. Assisting office personnel in checking stock levels