

GREEN ZONE METAL RECYCLING - SHOP APPRENTICE POSITION

Apply online at <https://green-zone-recycling.com/joinourteam/>

The Shop Apprentice Position is a great way to join our team and grow your skillset. This person will learn how to properly grade recycled material, how to right incoming tickets in our software (ReSpark) to purchase recycled material, forklift operations, and light mechanic work. This can be a great first job for a younger person or a great way for someone more experienced to join our team. There is no time limit before you can be promoted to shop lead. Your work ethic (show up on time with the right attitude) and desire to grow and learn and consistently add value will earn you a promotion.

Your core responsibilities will be:

1. Shop Operations

- a. Quickly getting up to speed with our primary customer facing software (ReSpark) to serve customers selling us their material and to serve as a resource for team members when they have a question or are stuck
- b. Proper grading of material and directing customers to the correct location in the yard to dump (+ communicate w field manager in the trackhoe re: incoming yard material when relevant)
- c. Forklift operations: unloading customers, moving BINs and pallets of material around the yard, and loading materials in our dry van trailer 1-2x/month for shipment
- d. Supporting our field and maintenance manager with equipment maintenance items (tire repairs, small preventative maintenance items such as greasing equipment)
- e. Freon Evac: learning how to evacuate freon from refrigerators and AC units and ensuring units are evacuated monthly before they pile up. This work will be delegated and shared across the shop team.
- f. Regrading material to ensure we are selling for the best price and entering material regrades in our software to ensure our records are accurate
- g. Ensuring all loads are netted by the end of every day and alerting the field manager if anything is sticking up on the load that will trip the laser at Eisenhower tunnel

2. Shop Opening & Closing

- a. You **MUST** be here every morning 15 minutes prior to when we open the shop for the day (currently 8AM), make sure the truck scale is turned on, cash is in the cash drawer, and we are ready to serve a customer right when we open (we frequently have customers waiting for us to open our doors)
- b. Ensuring shop is properly closed at the end of the workday – scale turned off, gates locked, shop secured

3. Rolloff Communications

- a. Make sure rolloff BINS swaps are put on the disbatch (load) board in software (ReSpark)
- b. Work with the team to check missed calls and texts and reply when able to our customer are able to reach us.

4. Shop Supplies & Job Site Cleaning

- a. Sweep/Clean the shop at least 1x/week
- b. Ensure aluminum can area is kept clean AND pick up trash around the perimeter of the yard monthly
- c. Purchase paper towels and cleaning supplies from Dollar General as needed
- d. Proactively write supplies on white board supply list so the owner has time to order before we run out