

## GREEN ZONE METAL RECYCLING - SHOP LEAD POSITION

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

The Shop Lead Position role is a key role on our team with increasing opportunity for someone who works hard and has a growth mindset. This person has prior relevant experience with metal recycling, forklift operation, and/or mechanic work and picks up new technology quickly.

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. Enter New rolloff customers into software (ReSpark) and capture their CC info and any relevant notes for billing or for the driver (call 1 day prior, gate codes, etc)
- c. 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. Create a list of commonly used/ordered supplies (ie. Netting, saw blades, paper towels, etc)
- b. Sweep/Clean the shop at least 1x/week
- c. Ensure aluminum can area is kept clean AND pick up trash around the perimeter of the yard monthly
- d. Purchase paper towels and cleaning supplies from Dollar General as needed
- e. Proactively write supplies on white board supply list so the owner has time to order before we run out