

GREEN ZONE METAL RECYCLING - SHOP MANAGER POSITION

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

The Shop Manager role is a key role on our team with increasing opportunity for someone who works hard and has a growth mindset. We are making a hiring decision for this role in June 2026. Your core responsibilities will be:

1. Shop Team Leadership:

- a. Leading the shop team by providing direction, coaching, and delegating tasks to balance the work load and ensure the team is being productive
- b. Supporting our field and maintenance manager with equipment maintenance items (tire repairs, small preventative maintenance items such as greasing equipment)
- c. 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
- d. Freon Evac: learning how to evacuate freon from refrigerators and AC units and ensuring units are evacuated monthly before they pile up. This work should be delegated and shared across the shop team.
- e. 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)
- 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
- h. Partnering with the owner to develop growth plans for the rest of the shop team

2. Shop Opening & Closing (key, cash, and check writing):

- 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)
 - i. You will have a key to open the shop and a security code for the alarm
 - ii. Cash drawer – make sure cash is locked in safe at end of the day and replenish cash as needed within the day (our software tracks the cash drawer balance, you will log the transfer of cash from the safe to the cash drawer in the software)
- b. You will oversee and approve checks as they are printed as a check to ensure material was graded properly and we are not overpaying for material

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 > Delegate this to team members to help you

- 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