

**RENUoil of America, Inc. ™**

**Recycling Dock Manager**

**Job Classification Sign-Off**

I understand that I am being hired in the position of **Dock Manager**. My job description includes but is not limited to the following:

* Supervise/Manage all property recyclers, including reprimanding, and reporting all urgent matters immediately to their supervisor.
* Keep a daily count of Bags, Bales and recyclables; complete daily Chain of Custodies
* Keep Track of Daily Manager Notes and electronically submit daily updates as needed
* Monitor Open tops, Compactors, and Glass Bins and call in pick-ups as needed
* Enforce PPE, Safety Policies, Employee Handbook Policies and all other Company Policies
* Inspect, Document and Report any problems with machinery and keep track of maintenance log
* Review Employee Paper Work, Documentation, Timesheets etc.
* Check and Monitor Squeegees, Rakes, Push Brooms, Four-Ways, and all other equipment/supplies
* Make sure recycling dock is kept clean, sanitized, and free of debris at all times
* Train employees on properly filling out timesheet and clocking in/out
* Train employees on how to securely make a cardboard, aluminum, plastic etc. bales and bags
* Operate all machinery, equipment; must review this protocol with all employees as well
* Must wear PPE and ensure that employees are wearing their PPE
* Look for hazards and have a fundamental understanding of how to recognize them and dispose of hazards
* Proper material handling of all recyclables, universal waste and all other waste stream
* Must know how to report accidents and complete accident investigation packets
* Must attend meetings, additional training, and courses as needed
* Must comply with all rules and procedures for all locations and comply/enforce all requirements within the location SOP (Standard Operating Procedures)

Classification Sign-off:

* You are being hired as: **Dock Manager**
* Your starting pay rate is: ($11- 14 hourly DOE)
* Your start date is:
* Your probationary period ends on:
* Your annual evaluation will be on or around:

Signature/Firma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Fecha: \_\_\_\_\_\_\_\_\_\_\_\_

*This document* ***supersedes*** *all prior communications, contracts or correspondence between the parties with respect to the subject matter addressed in this document, whether oral or written.*