



RENUoil of America, Inc. TM
Recycling Dock Manager
Job Classification Sign-Off

Department: Operations
Reports to: COO
FLSA Status: Non-Exempt

Position Summary: Dock Managers and Account Representative must manage the supervising, transportation and processing of nonhazardous waste and recyclable materials. This position oversees all property sorters, recyclers and personnel at each casino and hotel recycling dock. Ensures quality and production goals are met in an efficient manner by managing the processing of materials at their assigned location. Accomplishes department objectives set forth by the company. Oversees and performs various tasks, including driving, operating mobile, and processing equipment and directing operations and supporting documentation activities. Maintains timely and accurate records. Attends management meetings. Ensures a safe and secure working environment and adherence to company and property policies and procedures.

Essential Duties and Responsibilities:

- Keep a daily count of Bags, Bales, and recyclables; complete daily Chain of Custodies as needed. Update totals in the Dock Manager forms via our website.
- Daily Safety inspection; update via the Dock Manager electronic form.
- Document all bales and production on the dock production board daily.
- Submit all dock manager forms via website daily and email property updates.
- Monitor Open tops, Compactors, and Glass Bins and call-in pick-ups as needed
- Strictly enforce COVID-19 Policies, PPE, Safety Policies, Employee Handbook Policies, and all other Company Policies.
- Assist in covering schedules and updating Scheduling team with any schedule changes or concerns. All changes needed in Microsoft Teams.
- Ensure scheduled personnel is on-site and working assigned schedule.
- Direct any call-ins to call/text the call-out number.
- Report any callouts and NCNS to direct supervisor after you have referred employee to utilize attendance number.
- Maintain manager and employee rapport; build a connection with your team
- Ensure that all plastic (P1 and P2 and mixed plastics), paper, cardboard, compost, glass,

metals, aluminum, and ALL other recyclables are recovered. Ensure that all property assets (silverware, kitchen items, etc.) are sorted and recorded on the asset board; submit weekly asset report via our website each Saturday.

- Inspect, Document and Report any problems with machinery/lock-out tag out if needed, complete daily forklift inspection logs via website.
- Review Employee Paperwork, PTO Forms, Documentation, etc.
- Check and Monitor Squeegees, Rakes, Push Brooms, Four-Ways, and all other equipment/supplies; submit online forms for any supplies needed.
- Ensure that all recycling docks are kept clean, sanitized, and free of debris at all times.
- Ensure the docks are push-broomed each shift and drains are cleaned each shift (especially when compactor is being exchanged).
- Monitor hours and ensure that no over-time is worked unless there is an emergency and inform immediate supervisor. Train employees on how to securely make a cardboard, aluminum, plastic etc. bales and bags
- Safely operate all machinery, equipment; must review this protocol with all employees as well; ensure that no safety switches have been overridden.
- Check hydraulic oil levels on compactor and balers.
- Must wear PPE, uniform shirt/vest, proper slip-resistant boots, clear backpacks, etc. and ensure that employees are always wearing all the above.
- Ensure that all employees always have their RENU and casino badge on them. (Once trainee has been assigned a full-time schedule Picture RENU badge is required)
- Proper material handling of all recyclables, universal waste, and all other waste streams.
- Ensure that all bags are opened and sorted through; there are no exceptions (i.e. Starbucks, private outlets, etc.)
- 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)
- Ensure that no items are removed from the trash without obtaining written approval from Security.
- All other tasks as requested.

Requirements for Educations and/or Experience:

- High School Diploma or equivalent.
- Must have a valid driver license with a clean driving record.
- Operations and supervisory experience.

Specialized Knowledge, Skills, and Experience:

- Knowledge and working experience with stationary equipment such as shredders, extruders, compactors, balers, forklifts, trucks, air compressors and general bulk liquid/solid material vessels. Practical application of computer-generated data and production reports.
- Demonstrate an understanding of necessary equipment maintenance and general upkeep of facility.
- Solid verbal and written communication skills, with ability to train and motivate others.
- Thorough understanding of recycling processes and policies.
- Ability to handle multiple responsibilities, task-oriented projects and details simultaneously.
- Ability to recognize safety hazards and take immediate action to correct.

Abilities:

- Ability to operate a forklift and industrial trucks or vehicle.
- Proficient in operation of phone systems, office equipment and software.
- Ability to work independently and collaboratively.
- Maintain confidentiality.

Requirements:

Requires physical stamina for repetitive movement, standing, walking, bending, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise).

Requires repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines.

Requires exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, and unpleasant odors and/or loud noises. While performing the duties of this position the Manager will be exposed to moving and mechanical parts. Considerable physical activity such as heavy lifting, pushing and/or pulling of objects. Work environment involves some exposure to hazards or physical risks with require following safety precautions. Job tasks are performed in close physical proximity to other people.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____

Date: _____

*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.*