

Job Description:   
Yard Marshall

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| Function: | Warehouse | |
| Position: | **Yard Marshall** | |
| Contract Days: | Monday - Friday | |
| Contract Hours: | 38 hours per week  £10.50 per hour | |
| Hours of work: | 08.00 – 16.30 Mon, 08.00 – 16.00 Tues - Fri | |
| Immediate manager | Warehouse Supervisor | |
| Position location: | Phillips 66 Humber Refinery | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| * To assist in the day-to-day operation of the Warehouse ensuring all aspects of the yard operation are conducted safely and in a timely manner. * Basic tasks include, but are not limited to: * Taking reasonable care of both your own health & safety and that of others, ensuring all company safety & quality systems are followed at all times and report any incidents or suggestions to your line manager. * Ensuring all relevant procedures are adhered to * To work as part of the larger warehouse team to provide faultless customer service, excellent general housekeeping and a collaborative team environment. * Controlling entry and exit to the yard and Main Warehouse * Control of all vehicle movements within the yard environment * Loading & unloading of all vehicles using MHE * Checking of consignments * Recording all deliveries * Supporting loading/unloading at other storage facilities | | | |
| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. | | | |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Operate the specialist handling equipment that is used within the warehouse including; Counterbalance, Aisle-master, Reach Truck & Rough Terrain Forklifts. * Unloading of delivery vehicles, including chemicals at the chemicals storage yard and oils & lubricants at their respective storage area. * Ensure that all areas are maintained to an excellent standard of housekeeping, making sure all items are labeled and stored in a clean and tidy condition. * Ensuring all items received in the Warehouse are accounted for and signed out by the collecting party. * Ensuring the yard & surrounding areas are maintained to a high level of housekeeping * Completing daily inspections on the vehicle fleet |

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| 4. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Forklift experience * Customer focused exemplary work ethic and attitude * Good communication skills both written and oral * Be able to balance long/short term priorities * Flexibility – responsive to changing needs * Able to work effectively both individually and as part of a team * Accepts ownership, is accountable and delivers on commitments * Innovative & responsive * Full Driving License |
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