



Shipping and Receiving Non-Ferrous

Company History

Didion-Orf Recycling is family owned and operated since 2001. Our company adheres to all EPA, federal, state, and local laws. Didion-Orf strives to keep the highest standards in the recycling industry while maintaining a tenacious attitude for success. We pride ourselves on customer service and keeping competitive pricing in today's markets. We operate on roughly 7 acre facility and offer a wide range of recycling solutions. Our company's success is rooted in our ability to work as a team and harvest a positive work environment. We are always looking for dedicated employees that share the same entrepreneur spirit and initiative that started Didion Orf Recycling over 16 years ago.

Job Duties/Responsibilities

- Oversee and participate in the following: shipping/receiving, inventory, customer service, employee training, material processing, housekeeping, etc.
- Safety is your top priority. Secondly, ensure that all our customers are being helped in a timely and courteous manner.
- Keep all employees in this department busy always.
- Assign work duties to all employees in this department at the beginning of each shift.
- Ensure safe handling of all transactions.
- Accurately recording material weights and payment transactions.
- Identify, reject and report stolen material.
- Appropriately identify, handle, sort, and process focus materials.
- Ensure everyone is following company policies (cell phone use, attendance, safety, reporting to and from breaks/lunches at correct times, apparel).
- Report to upper management and document incidents including near misses, unsafe acts, misconduct, tardiness, performance, destruction of property, attitude, work quality.
- Document and report incidents including near misses, unsafe acts, misconduct, tardiness, etc.
- Ensure employees are using the proper PPE and have the required training.
- Delegate jobs and responsibility.
- Mediate employee and customer conflicts.
- Perform routine inspections on the equipment and building
- Troubleshoot any matters pertaining to your area.
- Maintain a safe, efficient, and environmentally friendly work place for all employees.
- Keep employee moral strong by leading by example
- Before loading or unloading trucks, be sure the wheels are chocked, and the trailer has all rivets in the floor to ensure safety for the fork truck driver.
- Develop a baling and processing schedule with the production supervisor based on the outbound/inbound schedule, and inventory of materials in the yard to meet shipping deadlines and keep the yard organized.
- You should have a plan for your all employees to get all your housekeeping duties accomplished efficiently. Perform housekeeping duties as needed throughout the day. For example, keeping road and walk ways clean throughout the facility and material piles pushed up and organized. Also, make sure to keep eyes open for materials and focus materials that need to be relocated.
- Inspect and inventory all incoming and outgoing materials.
- Inspect and inventory all the bales from production.

SAFETY AND HEALTH RESPONSIBILITIES

1. Follow safety rules described in this program, OSHA safety standards, and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety manager promptly.
3. Report all injuries to your supervisor promptly, regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly. Fill out incident report for safety manager.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers, by your words and example, to use safe work practices on the job.
8. Make suggestions to your supervisor, safety manager, or other management representatives about changes you believe will improve employee safety.
9. Always ask questions if there is anything that you are unsure about.

Behavioral Expectations

- Reporting to work in a timely manner.
- Complies with all company policies
- Act in a way that will merit the continued trust and confidence of the public
- Good judgement based on high ethical principles.
- Ability to interact professionally in a fast-paced team environment

Preferred Qualifications/Skills

- Prioritize tasks and organize your efforts to maximize efficiency.
- Accurately recording material weights and payment transactions
- Recognizing and handling hazardous or potentially hazardous situations properly.
- Develop departmental goals and improvement planning.
- Clear communication throughout the facility
- Forklift and Bobcat Certified

Education/Experience

- High School Diploma or equivalent
- Knowledge of the scrap industry is preferred, but not required.

Work Environment

This position will require you to be mostly outside in the cold and hot, dealing with different grades of material, and making sure material is getting processed correctly and shipped out in correct containers etc. You be exposed to dirt, dust, debris, etc. This is a very active position and hands on.

Benefits

- Eligible employees can elect to participate in:
- Medical, life, dental, vision plans
- Direct Deposit
- Flex Spending Accounts
- Optional/Voluntary policies such as short and long-term disability, accident policy, etc.
- 401 (k) plan and/or Traditional or Roth IRA
- Paid time off
- Paid sick time
- Paid holidays