



## **Depot Positions**

### Recycling Technician 1:

Prepares containers for shipping and loads product onto trailers for transport. Performs tasks as required for the upkeep of the depot.

### Recycling Technician 2:

Provides customer service by counting containers for deposit refund and may operate the till. Also prepares containers for shipping and loads product onto trailers for transport. Performs tasks as required for the upkeep of the depot

### Cashier/Third:

In a medium-size depot, this person is the second in command and assumes the duties of the supervisor in his/her absence. In a large or extra large depot, this is the third in command. Because most of these depots operate on a six-days-per-week basis, this position fills in and assumes the duties of the Assistant Supervisor in the absence of either the Supervisor or the Assistant Supervisor.

### Assistant Depot Supervisor:

The Assistant Depot Supervisor works under the direction of the Depot Supervisor in a large or extra large depot and acts as the first point of contact for customers and the staff. Assumes the Supervisor's duties in his/her absence. Is involved in scheduling employees at the depot, staff guidance, and training and orientation, with a large emphasis on OH&S policies and procedures. Completes all daily, weekly, and monthly depot and payroll reports as and when needed. Works on the floor with the depot staff.

### Depot Supervisor:

The Depot Supervisor is responsible for the overall safe and efficient operation of a SARCAN depot. The Depot Supervisor ensures all operations are in accordance with SARCAN operational policies and procedures and with the SARCAN customer service measures of accuracy, courtesy, and cleanliness. Responsibilities include:

- Supervises all depot employees
- Assists in the recruitment process
- Ensures proper policies and procedures are followed
- Ensures and/or provides good customer relations
- Ensures building and equipment upkeep and maintenance

### **Processing Plant Positions**

#### Processing Labourer 1:

Unloads depot trailers in a safe manner and as directed. Those assigned to work at the loading dock area of the plant take their direction from the Scale House Operator. The Labourer 1 empties bags and performs plant and yard housekeeping duties as well.

#### Processing Labourer 2:

Unloads and loads trailers under supervision and works in other areas as assigned. Performs all tasks in a safe manner. Those assigned to work at the loading dock area of the plant take their direction from the Scale House Operator and Lead Hands. Labourer 2 positions work on various equipment stations throughout the plant including sort conveyors and glass processing areas.

#### Equipment Operator 1:

Responsible for the safe operation of one of the following pieces of equipment at the processing plants: forklifts, metal and plastics balers, sort belts, power pallet jacks, front end loader, glass crushing

equipment. Significant operational training and adherence to safety procedures are required as part of this position.

#### Equipment Operator 2:

Must be able to operate all pieces of equipment at the plant on a regular basis. This position involves replacing regular operators on a frequent basis, and safety and operational training on all equipment is mandatory. The equipment to be operated includes: forklifts, metal and plastics balers, sort belts, power pallet jacks, front end loader, glass crushing equipment.

#### Lead Hand:

The Lead Hand supervises the floor staff, ensuring the safe and efficient product flow in accordance with all SARCAN policies and procedures. Monitors the operation of all production equipment and requests and/or performs repairs where necessary. The Lead Hand is responsible to lead his/her team to achieve the daily production objectives necessary. The Lead Hand may assume the responsibilities of the Processing Foreman in his/her absence.