

Job Description

Job Title:	Yard Operative
Reporting to:	Logistics and Fleet Manager
Directorate:	Property
Direct Reports:	None
Budget:	None
JD date reviewed:	September 2026
Job Level:	8T

Job Purpose

To efficiently support the in-house trades team with their daily operations by maintaining clean, safe and efficiently organised yard and waste facilities. This approach not only ensures our workforce operate in a safe manner, it enhances productivity and contributes to providing a high level of customer satisfaction through timely and well-executed services.

Key Strategic Responsibilities

- To work as a team and support the Logistics and Fleet Manager to ensure that the trades teams are able to carry out their duties.
- Ensure the Stores customer service experience is consistently delivered to a high standard both to internal and external customers/stakeholders.

Key Functional Responsibilities

- Always ensure good housekeeping of the Stores premises.
- Assist with the use and exchange of skips on the store's site, ensuring segregation of waste materials in line with legislation and company policy.
- Complete regular PAT testing and ladder checks across the organisation.
- Assist with issuing and tracking power tools, ladders and other assets.
- Carry out site deliveries and collections from suppliers to support the Home Solutions Team (HST) Team, including van stock replenishment and replenishing Out of Hours (OOH) stores and OOH's material boxes.
- Raise purchase orders for principal material and waste collection suppliers.
- Be a named key holder for the site – Open up and close.
- Adhere to safety protocols and procedures including use of PPE to maintain a safe working environment.
- Contribute to risk assessments and safe systems of work within the stores premises.
- Ensure compliance with company policies and regulations regarding storage and handling of materials.
- Monitor stock levels in OOH stores and reorder materials as necessary to prevent shortages.
- Communicate effectively with relevant departments to anticipate and meet requirements.

- Ensure that all plant equipment, such as forklifts and pallet jacks, are suitable for use and report any equipment malfunctions or maintenance needs promptly.
- Assist internal and external customers with enquiries.
- Provide excellent service to ensure customer satisfaction and support the overall efficiency of the operations.
- Identify and implement improvements in yard processes to enhance efficiency.
- Stay updated with industry's best practices and incorporate them into daily operations.
- Participate in training programs to stay UpToDate with new procedures and technologies.
- Assist in training new staff members on store operations and safety practices.
- Assist Logistics & Fleet Manager with any other reasonable duties.
- Assist Transport Co-Ordinator where needed including but not limited to vehicle checks and preparing vehicles for tradespeople – Vehicle collection.
- Assist Stock Analyst with van stock audits.
- Carry out other duties appropriate to the role as required.
- Take ownership of re-use shop, including maintaining register of contents.
- Log 'specials orders' on central spreadsheet and maintain.

Person Specification

Education & qualifications	• No specific qualifications.
Experience	• Experience in a yard, warehouse, logistics, or construction environment. • Experience in current commercial waste management regulations. • Ability to operate plant, such as forklifts or telehandlers or willingness to learn.
Knowledge and Skills	• Good communication skills, both verbal and written. • Good numeracy skills. • Must have a current full UK driving licence. • Proactive approach to problem solving. • Awareness of health and safety requirements in an operational yard environment. • Ability to use IT Systems, software applications and maintain accurate records. • Willingness to undertake any training required for the role. • Good organisational skills and attention to detail. • Ability to manage own workload effectively, use initiative and work both independently and as part of a team. • Commitment to delivering excellent customer service. • Undertake physically demanding work on a regular basis. • Able to work in all weather conditions.