



UK

JOB DESCRIPTION

Job Title	Lining Room Supervisor
Location	Castle Donington
Reports to	Yard Manager
Hours of Work	8.00am – 4.30pm
Salary Range	
Staff Responsibilities	Lining Distributor

Role Objective

Reporting into the Yard Manager, this role is to ensure the Lining Department runs efficiently and productively and that all linings are washed, dried, maintained and handled with care.

Key Responsibilities

- Work from issued load lists and picking equipment to load lists correctly.
- Ensure all equipment picked is labelled and identifiable to destination.
- Preparation of equipment for despatch – reporting condition to Manager if applicable.
- Communicating quantities/shortages to Manager.
- Ensure correct PPE is worn in all areas where required.
- Ensure all equipment is checked prior to loading.
- Checking returned quantities on necessary assignments.
- Ensure all lining boxes/pallets returned from site are recorded and emptied before storing.
- Ensure damage reports are completed and processed for repair/action.
- Report defects/problems to Manager.
- Ensure all equipment is in an acceptable condition for use on site.
- Maintain cleanliness of Lining Room and washing area.
- Organisation and tidiness of working area.
- Assist with the manufacture of new linings.
- Installing linings on site when requested and appropriate.
- Knowledge of COSHH relevant to equipment used in the department.
- Participation in yearly stock take.

Skills and Experience		
<i>Please List</i>	Essential	Desirable
Good communication skills, both verbal & writing	✓	
Pro-active with a high level of accuracy and detail	✓	
Able to work under pressure and within tight timescales	✓	
Highly organised	✓	
Forklift operator		✓

Competencies

Mobility Requirements (requirement for national/international travel, overseas assignments)
Must be able to work flexible hours – particularly during busy periods. Site work as and when required

Additional Comments
This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.

Prepared by	
Name	
Signature	
Date	
Department	

Approved by	
Name	
Signature	
Date	
Department	