

## Scale House Attendant

### Functional Summary

Reporting to the operations manager, the scale house attendant is responsible for the courteous and respectful treatment of all customers who come through the scale.

### Key Responsibilities include

#### Safety

- Promote, execute, and adhere to the company's safety program and encourage all co-workers to adopt safety as a culture
- Attend safety meetings
- Work in a safe, responsible manner to not injure oneself or endanger the wellbeing of others

#### General

- Greets customers and answers questions
- Visually inspects loads and advises customers of disposal fees in a courteous manner and ensures that incoming loads are safe and do not contain any inappropriate material
- Directs vehicles to the proper location
- Inputs loads into scale software and correctly calculates payment for customers
- Maintains respectful radio etiquette and stays in communication with loader operators when required
- Completes general upkeep of the scale house and area
- Keeps operations manager fully informed of all problems and matters requiring his/her attention

#### Teamwork

- Participate as a vital team member and contribute towards the success of the company
- Promote a team approach and maintain respectful communication with all co-workers and leaders to exchange information and gather ideas
- Must ensure a solid understanding of and comply with the principles of the company's code of ethics