

Operations Department

Forman

Accountability:

Report to the Dispatch

Scope of responsibilities:

To manage the activities of a crew of movers while always ensuring the level of quality which the customer expects from Avalon Moving Systems.

Job Responsibilities:

To ensure that both movers and vehicle are prepared for departure

- To verify that all helpers are dressed appropriately: in uniform, clean shaven and neat
- To inspect vehicles, check fluids: water, oil, etc., and review trucks prior to Driver's Vehicle Inspection Report prior to leaving Avalon Moving Systems
- To verify that all necessary supplies are already loaded onto truck
- To acquire contract(s) for the day's job(s) and inquire about any details, special requirements, etc. which apply to the day's job(s)
- To ensure that the truck is not parked illegally during the move
- To introduce self and crew members to the customer(s)
- To check house and determine if any moving supplies are necessary
- To review the contract with the customer
- To inform Dispatch that the job is beginning and estimate loading time
- To oversee the loading of the truck
- To ensure that the crew handles the customer's belongings correctly
- To inform Dispatch upon completion of loading
- To inform Dispatch that the unloading is beginning and estimate unloading time
- To oversee the unloading of the job
- Upon completion of the job, to close the contract, receive the "Amount Due", call Dispatch to inform of completion of the job and inquire as to another job
- To return to Avalon Moving Systems and Dispatch, return truck, submit completed contract with payment, complete Driver's Vehicle Inspection Report

Requirements:

- Moving experience
- Supervisory experience
- Customer oriented