

POSITION DESCRIPTION:

TITLE OF POSITION: Production Worker (packer/assembler)
IMMEDIATE SUPERVISOR: Production Manager
DATE: 03/01/2019
STATUS: Non-Exempt
FUNCTION: Performs various manual and machine production.

ESSENTIAL FUNCTIONS:

1. Ability to maintain quality and make rate (equal to minimum wage) while meeting production standards.
2. Operates the machines used in the department per instruction of the supervisor.
3. Handwork-labeling, sorting, assembly, disassembly, packaging, inspecting, collation and other manual functions needed to complete contract jobs.
4. Must be able to stand for long periods.
5. Must be able to lift and carry up to 50 pounds on a regular basis.
6. Must be able to bend, twist, turn, stoop, push and pull.
7. Hand and arm manipulation needed. Most jobs are small product and need hand and finger manipulation to be able to perform
8. Report any accidents, or unsafe conditions to your supervisor.
9. Keep area clean and orderly throughout the work day.
10. Must be able to use compactor and bailer per instructions of the supervisor.
11. Must be able to push and pull, and use a hand pallet jack per instructions of the supervisor.
12. Must be able to complete own production sheet
13. All other duties assigned by the Production Manager, Production Supervisor or a member of Senior Management

REGULAR DUTIES

1. Maintains a good working relationship and provide excellent customer service to all consumers, staff, customers and supervisors
2. Has respect for the feelings of others, is courteous and possesses the ability to build effective internal and external relationships
3. Complies with all established work rules, policies, procedures and safety rules
4. Represents the organization in a professional and courteous manner
5. Is able to educate stakeholders and community about the entire agency

REQUIREMENTS

Positions supervised: None
Education: High School Diploma or GED preferred
Experience: None
Certification: None

Other Requirements:

Drug and Alcohol Screen - Subject to random testing.

Required Training:

Customer Service, Harassment, Diversity, Orientation, Drug and Alcohol, Hazardous Material, Lock Out Tag Out, Loss Prevention, Workplace Violence,

Signed by: _____ Date _____

Reviewed by: Kue German Date 3/1/19

Approved by: Jay Dely Date 3/1/19
 President

Reviewed no changes 10/13/2014, reviewed no changes 9/28/2015, reviewed no changes 10/31/2016, reviewed no changes 10/31/17, reviewed and changes 3/1/19