# Job description

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| --- | --- | --- |
| Position Title | Department | Reports to |
| Production Associate | Operations | Operations Manager |
| Employment Status | FLSA Status | Effective Date |
| Temporary  Full-Time  Part-Time | Non-Exempt  Exempt | 07/01/2020 |

## Position Summary

The Production Associate is responsible for assembly of boxes, keeping the production area clean, preparing machinery and equipment for use, working the production line as instructed, and strictly following health and safety guidelines. To be successful as a Production Associate you should be able to work on the production line with consistent speed and accuracy. An outstanding Production Associate should be able to maintain production standards and work towards improving productivity without compromising quality.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Following health and safety standards
* Maintaining a clean workstation and production floor
* Assembling products and parts
* Following production guidelines and specifications
* Finalizing and packaging products for shipment
* Operating and maintaining machinery and production line equipment
* Monitoring the assembly line and removing faulty products
* Working on the production line and meeting production targets
* Reporting any issues to the supervisor on duty
* Performing other tasks as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* High school diploma/GED
* Previous experience working in a factory is beneficial
* Experience operating manufacturing machinery
* Able to work as part of a team
* Good communication skills
* Basic math skills
* Physical dexterity
* Available for shift work

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is required to stand for long periods of time; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, gloves. Loose fitting clothes are not permitted. The noise level in the work environment is usually moderate to high.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by:

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by:

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.