



Production Assistant

Last Update: 09/13/2022

Department: Production
Supervisor: Captain
Classification: Non-exempt
Wage Grade: Wage Grade 1

About the Position:

The Production Assistant is responsible for the packaging and inspection of product in accordance with established procedures and customer requirements. This includes but is not limited to: making boxes, preparing foam, staging packaging at the press, packing and inspecting parts from the conveyor, replacing diverter boxes, scrap bin transportation, print/adhere label to boxes at the press, general clean up, and any other duties as assigned.

Core Expectation:

Maintain a positive work atmosphere by acting and communicating in a manner so that you maintain a good relationship with customers, clients, co-workers, and management.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Package and label parts in accordance with manufacturing standards.
- Weigh parts to ensure proper part count.
- Inspect parts for obvious signs of defect.
- Properly navigate and utilize Production Monitor (PROMON) System.
- Prepare packaging for the floor and transport to zones.
- Load packaged parts onto skids in appropriate areas.
- Add material labels to scrap gaylords.
- Maintain a clean work environment by sweeping, mopping, and taking care of any disposable items.

Required Qualifications:

- High School Diploma
- Excellent attention to detail.
- Ability to operate basic technology.
- Ability to follow written and verbal instructions.
- Ability to operate in a fast-paced work environment.

Desired Qualifications:

- Strong working knowledge of computers and applications.
- Willingness to learn additional responsibilities and job functions at Team 1.
- Prior manufacturing experience.

Required Quality System Procedures:

- Annealing Process Flow
- Chemical Control Procedure

- Performing Pack Jobs
- Product Status Identification
- ProMon Navigation

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This position operates in a well-lit manufacturing environment around machinery that operates 24 hours a day. The production floor can get very warm during the summer months.

Physical Requirements:

The physical requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of the position.

- Frequent reaching with hands and arms.
- Frequent lifting, bending, and stooping while carrying a load.
- Ability to stand and walk for a 12 hour shift.
- Ability to lift or maneuver 35 pounds.

Required Personal Protective Equipment:

PPE required for this position is listed in the Personal Protective Equipment (PPE) Plan.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the team member for this position. Activities, duties, and responsibilities may change at any time with or without notice.

Team member signature below constitutes team member's understanding of the essential functions, requirements, and duties of the position.

Team member: _____ Date: _____
please print

Team member: _____ Date: _____
signature