

PRODUCTION FLOOR JOB DESCRIPTION

Position Title	Department	Reports to
Production Floor Employee (PFE)		Production Lead
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

The PFE supports the Production Leads, assembly floor, and machine operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Detecting and reporting defective materials or questionable conditions to the department Lead
- Maintaining the work area and equipment in a clean orderly condition and following prescribed safety regulations
- Being able to perform but not limited to the following tasks: Boxing, taping, gluing, stamping, cutting, and all bench operations and inspections.
- Remaining familiar with the basic machine functions in order to perform all tasks required for each machine
- Accepting and receiving frequent supervision and assistance with regard to machine set-up
- Completing all daily paperwork fully, accurately, truthfully, and timely for scheduler.
- Keeping inventory organized throughout the day.
- Sweeping, Mopping, and completing everyday sanitation checklist
- Performing other work-related duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Must have a good command of the English language, both written and spoken
- Must be able to read and interpret Manufacturing Orders, use simple math, and use basic hand-held measuring tools and mechanical tools
- Ability to count accurately

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 is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to plant environment to include moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical

shock. Safety Glasses and closed toed shoes should be worn at all times. The noise level in the work environment is usually moderate to loud.

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.