***Job Description***

**Position Title: Production Team Member**

**Reports to: Operations Manager**

**Department:** **Production**

**Job Description:** Responsible for assisting Machine Operator by performing various manual duties.

**Skills/Qualifications:**

* Accurate and attentive to details.
* Ability to understand simple instructions given in English
* Ability to use basic hand tools (i.e. pliers, wrench, screwdriver, etc.)
* High school diploma or equivalent
* Ability to lift 50# in weight to move or maneuver materials
* Prior warehouse procedures experience

**Responsibilities and Essential Functions Include:**

* Responsibilities for Production Team Member:
  1. Assists Machine Operator with materials, tooling and supplies, feeding material, cleaning work area, machines and equipment.
  2. Complies with safety requirements/regulations (wearing safety glasses, support belt, etc.)
  3. Assist in packaging and sealing of finished parts into carton
  4. Cleaning of work area and removal of waste material, packaging material, etc.
  5. Cleaning floor areas surrounding machinery
  6. Perform secondary operations and perform other assignments as assigned by Team Leader

**Professional Standards:**

The Production Team Member will be responsible for following the Professional Standards listed below.

* Maintain a current level of professional knowledge in area of expertise.
* Responsible for personal growth and development.
* Communicate openly and honestly with management, team members, customers and clients
* Model professional behaviors

**Job Metrics:**

The elements used to evaluate the position of Production Team Member are listed below. The elements listed below are a listing of the core elements and may not include all the elements that the Operations Manager of Manufacturing uses to execute the evaluation.

* Successfully complete all daily task
* Adhere to company Policies and Procedures
* Communication with Supervisors and Team Members

**Working Relationships:**

The Production Team Member is responsible for working in conjunction with several key team members and outside persons. Below is a list of the Working Relationships the Production Team member is responsible for maintaining.

Internal :

* Director of Production
* Sr. Accountant
* Production Supervisor
* Quality personnel
* Production Team

External :

* None