

Mr. Longarm, Inc.

PRODUCTION WORKER - GREENWOOD

Job Title: Production Worker
Department: Production
Shift: 6:00 am – 4:00 pm Monday to Thursday
Supervised by: Production Lead Person and/or Supervisor
Supervises: N/A
Pay Range: \$16.00 Per Hour
Status: Full-Time / Non-exempt - Hourly Position
Location: Greenwood Facility

GENERAL DESCRIPTION:

Operate all of the equipment, both semi-automatic machinery and automated machinery necessary to produce our products.

High school diploma or GED required. There are no supervisory responsibilities attached and it is a non-exempt/hourly status. The employee is expected to report on time and complete the shift.

Must be at work as scheduled. Good counting skills are required. Attention to details is a must. Verbally communicates well with other employees in executing daily assignments. Observe and practice safety rules and regulations. May be assigned other duties as needed by Lead Person or Supervisor.

60- DAY INTRODUCTORY PERIOD:

During this Introductory Period, the employee's performance and behavior will be evaluated. Company policies regarding attendance, performance and behavior will be explained and adherence is expected. If at any time during the Introductory Period a grade of unsatisfactory is achieved, the employee will either receive a 30-day extension or termination. Only one extension may be granted.

Providing the employee receives at least a satisfactory rating at the completion of the 60-Day Introductory Period, the employee will be eligible for healthcare benefits the first of the next month. Mr. Longarm, Inc. is an At Will employer and completing the Introductory Period does not guarantee continued employment.

Train on various pieces of equipment in the plant in order to evaluate his/her abilities. All future raises will be based on performance review, or advancement to the next higher class. Movement of at least 40 lbs. is required. Long periods of standing may be involved as a routine part of the position. Accurate math skills are a requirement of the position, in order to tally parts produced per day. Plant cleanup is a regular, daily part of the position.

Must follow directions, work well with others and maintain good attendance.

ESSENTIAL JOB FUNCTIONS:

- Operates semi-automated machinery, jigs and fully automated machinery according to assigned schedule.
- Inspects parts.
- Removes parts from machine.
- Box machine operator as needed
- Sorts and trims plastic parts.
- Performs simple repairs on machinery.
- Maintains inventory count of produced parts.
- Moves product to storage.
- Moves minimum of 40lbs. of component materials.
- Maintains clean and safe work area, cleaning when needed.
- May be assigned other duties as needed by supervisor.
- May be required to be forklift certified. Will be provided by company.
- Required to work mandatory overtime.

NON-ESSENTIAL JOB FUNCTIONS:

Answer telephone

Clean work area

PHYSICAL REQUIREMENTS

Sitting:	5%
Bending:	5%
Squatting:	5%
Stooping:	5%
Walking:	40%
Carrying:	5%
Pushing:	0%
Pulling:	0%
Standing	30%
Lifting:	5%

Listen for industrial equipment moving in and out of work.

Verbally communicate daily activities.

Lift 40 lbs.