



Production Team Member

Opportunity Workshop of Lexington

Effective Date: Aug 26, 2021

Review Date: Aug 26, 2021

Revision Date: Apr 8, 2021

Revision Number: 0

POSITION DESCRIPTION

Position: Production Team Member

Description: Responsible for the production of goods

Accountability: Reports to Line Leads and Supervisors

Position Type: Full Time

Pay Type: Hourly position

FLSA Status: Non-Exempt

SCOPE

LMC Production Team Members are responsible for the production of a specific product in our manufacturing facility. Production Team Members' duties include operating machinery, assembling materials or equipment, and carrying out inspections and quality control.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

Education and Experience:

- None
- Previous experience in the production industry preferred but not required

Skills and Knowledge:

- Ability to work efficiently with minimal supervision
- Ability to stand for long hours at a time
- Physically able to lift and move up to 25-50 lbs.
- Strong attention to details
- Good time management skills to meet productivity rates

PRODUCTION TEAM MEMBER COMPETENCIES

Cultural

- Supports the Company's inclusive workplace principles valuing diversity and individual differences

Functional and Technical

- Follows Line Lead and/or Supervisor instructions during training
- Follows quality, safety and health and environment procedures
 - Maintains Quality standards of 100%
 - Follows safety guidelines and reports safety concerns to Line Leads and Supervisors
 - Maintains a clean and safe work area
- Follows Operator Instructions Manuals and verbal instructions to ensure goods meet quality standards
- Ensures that production requirements and standards are met by working with consistent speed and accuracy without compromising quality
- Works cooperatively with the production members to meet goals
- Communicates effectively and respectfully, showing willingness to adapt to frequent changes and a positive attitude
- Maintains good attendance
- Reports any machinery issues to Line Leads, Supervisors and or management
- Works overtime as needed, including nights and weekends