



LOTT

EMPLOYEE JOB DESCRIPTION

Production Associate

Reports To: Production and Quality Manager

FLSA Status: Non- Exempt

SUMMARY: The Production Associate is responsible for performing detailed, repetitive assembly operations on a variety of products. Duties may vary based upon contract and production needs.

DUTIES AND RESPONSIBILITIES:

- Performs light sub assembly work.
- Collates and labels various products.
- Performs detailed kit assembly, from initial box construction to final assembly
- Inspects and sorts various parts.
- Performs machine operation, loading and unloading, palletizing.
- Frames, nails, and performs detailed assembly of various products.
- Performs general co-packing assembly.
- Performs box construction, banding, shrink wrapping, and general material handling duties.
- Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - Previous general assembly experience a plus.

COMPETENCIES:

- **Dependability**- Refers to the ability to be trusted or relied upon to act in the way required or expected.
- **Drive for Results**- Can be counted on to exceed goals successfully. Is constantly and consistently one of the top performers. Very bottom-line oriented. Steadfastly pushes self and others for results.
- **Safety**- The employee is safety conscious about the work environment and equipment. The work area is free of debris to prevent trip and slip hazards. All products and equipment are stored in its proper location. All safety guards and other safety devices are in its proper location, are functional, and utilized



LOTT

EMPLOYEE JOB DESCRIPTION

Production Associate

effectively on a consistent basis. Standard operating procedures, safety work rules and good general manufacturing practices are followed on a daily basis.

- **Work Quality-** Work quality refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.
- **Work Quantity-** Work quantity refers to the acceptable time in which the ordinary duties of the job may be satisfactorily completed. The amount of work depends on work speed, concentration and endurance.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual is standing or moving for 60 to 80 percent of the time. They frequently move about on the shop floor and operate motorized equipment and machines to transport parts, access tools, equipment, parts, and other necessary items to complete work orders. The individual frequently positions self to operate and conduct minor machine adjustments. They use their hands continuously while performing job duties. Most activities involve fine and gross manipulation of items. They must be able to exchange accurate information with other individuals in the office and shop. Must be able to detect mechanical issues and part defects to determine what action needs to be taken. They must regularly lift, push, pull, and/or move up to 25 pounds. The individual must carry and load different parts and tools required to do the job.

WORK ENVIRONMENT:

While performing the duties of this job, the individual frequently works in a controlled climate. The noise level in the work environment is usually moderate. The work environment may involve exposure to individuals with medical and behavioral risks.

Due to exposure of machinery on the production floor they may be required to wear personal protective equipment as required.

Employee Signature: _____

Employee Name: _____ Date: _____
(Printed)