



## **Production Worker**

**JOB STATUS:** Full Time, daylight hours, Monday – Friday, 40 hours/wk

**LOCATION:** Center Township, 131 Pleasant Drive 2<sup>nd</sup> floor, Aliquippa, PA 15001

**JOB DESCRIPTION:** Reporting to the Production Manager, the Production Worker will provide quality assurance in our Production Center by assisting job coaches in checking completed contract work for both quality and counts.

### **KEY JOB RESPONSIBILITIES:**

- Prepares daily contract workspace set up according to templates including gathering parts, tools and materials needed to complete assignments.
- Maintains quality control and production quotas for work performed by clients and communicates concerns to Program Manager.
- Develops strong understanding of written and verbal instructions for all contract templates and time studies.
- Prepares contract work set up daily including gathering parts/tools/materials needed to complete assignments.
- Monitors supply levels via weekly inventory sheets by vendor and notifies needs to Production Manager in a timely manner.
- Organizes warehouse with end of day projects such as: wrapping pallets, moving pallets, relocating, organizing incoming and outgoing deliveries, loading/unloading trucks and making deliveries when needed.
- Assists Production Manager with time studies.
- Maintains highest level of safety standards.
- Completes required forklift, safety and other Production Center needs.
- Exhibits positive and professional partnership with vendors and community employers.
- Maintains a flexible schedule to support contract needs.
- Assists Production Manager with time studies when needed.
- Problem solves issues and works out solutions in a positive manner.
- Treats clients and coworkers with respect and dignity at all times.
- Transports clients as needed in personal and company vehicles.
- Uses “positive approaches” and maintains client confidentiality.
- Performs other duties as required.

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Some post-secondary training / education preferred
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver’s license
- Able to pass background checks and clearances