

## PRODUCTION LABORER JOB DESCRIPTION

**JOB TITLE:** Production Laborer  
**DEPARTMENT:** Shim Line(s)  
**REPORTS TO:** Production Supervisors  
**EMPLOYEE STATUS:** Full-Time

### SUMMARY

A Production Personnel role is able to perform in a fast pace production line. Able to stand for long periods of time. Willing to work well with others in a close working environment. Willingness to perform a variety of tasks and learn new skills. Shifts currently run 10 hours per day 6:00am – 4:30pm

### PRIMARY DUTIES/RESPONSIBILITIES

- **Loading Cross-Cut**  
*Light lifting to place boards onto the crosscut on the production line.*
- **Ripping Station**  
*Requires good hand-eye coordination to efficiently and effectively remove scrap.*
- **Shim machine**  
*Fast paced picking and placing of shims on the shrink-wrap machine. Cleaning out jamb ups and keep machines running.*
- **Boxing**  
*Able to fold and load boxes on the production line at a fast pace*

### ADDITIONAL DUTIES

- Willingness to work in other production, maintenance, or any other area that may need assistance at the company.
- Desire to grow in ability and responsibility.
- Maintaining a clean, safe, and organized working environment around individual station.
- Follow all established processes and procedures
- Produce shims to the company's high-quality standards.
- Maintains the ongoing flow of materials at acceptable rates through the production process.
- Encourage or suggest potential improvements for production efficiency and safety.
- Additional duties that may be requested of you.

### WORK ENVIRONMENT

- Job involves standing for long periods of time
- Production machines create loud noises – ear protection must be used.
- Exposure to handling wood boards and minimal wood dust.
- Temperatures can become warm in the summer months.

## KEY CHARACTER TRAITS

- **Dependable** – *Shows up on time every day and provides sufficient notice for vacation.*
- **Hard Working** - *A willingness to work hard, be efficient, and tackle any task.*
- **Perseverance** - *this position typically has a long learning curve, so applicants should be able and willing to work through the learning curve.*
- **Team Player** - *The success of the production line requires the whole team working together, helping each other, and encouraging on another.*
- **Kind** - *Treat and respond to others on the team and in the company with kindness. Slow to anger, offering a gentle response.*
- **Good Attitude** – *No matter the task, the production line, the crew, or the environment, put forth a good attitude.*
- **Respect** – *Treat your co-workers, supervisors, and the company with respect.*