

POSTED: June 24, 2021
POSITION: **PRODUCTION AIDE**



DEPARTMENT: TTI Industries

HOURS: 20 – 25 hours per week
Create own schedule.
Work Hours to be scheduled between 6:30 am – 4:00 pm (Monday through Friday)

RATE: \$12.00 per hour

Summary:

Responsible for performing production work in areas of packaging, sub assembly and inspection.

Essential Duties and Responsibilities include the following.

- Work on production jobs as assigned, maintaining production rates.
- Maintain quality standards as required by our Quality Management systems.
- Exhibit work behaviors that serve as a positive role model for clients being served.
- Work cooperatively with supervisor or person assigned to supervise in his/her absence.
- Keep track of quantity of work completed as instructed.
- Maintain an efficient work area.
- Maintain safe work practices and procedures.
- Prepare packing lists.
- Other duties may be assigned.

QUALIFICATIONS:

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Inspection of customer products.