



JOB TITLE: Manufacture Apprentice

DEPARTMENT: Production Department

LOCATION: 2160 Old Selma Road

NORMAL WORKING HOURS: As scheduled

REPORTS TO: Job Coach or Production Support

POSITIONS SUPERVISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Retrieve material needed to complete the production assignment.
2. Work on different types of production
3. Understand and strive to maintain a quality check of the product at all times.
4. Work cooperatively with the production team to meet quotas and goals.
5. Complete packaging tasks such as box assembly, packing, taping.
6. Operate machinery correctly and maintain it with care
7. Observes condition of equipment and reports any damage to supervisor.
8. Other duties as related to the production assignment.
9. Effort to increase productivity and efficiency without compromising quality

QUALIFICATIONS / REQUIREMENTS:

1. Negative Results of a Drug Screening.
2. Satisfactory Results of Local and State Records Background Check.
3. Non-Competitive Employment Statement
4. Diagnosis signed by Medical Professional

EDUCATION/TRAINING/EXPERIENCE:

1. High School Diploma/GED Required

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, LICENSURE:

As needed.

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Maintains confidentiality
2. Maintains the chain of command
3. Demonstrates and maintains regular and reliable attendance to work
4. Demonstrates and maintains Safety and Health Practices