



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Production Laborers

General Description:

Perform variety of routine tasks to assist in production activities.

Skills/Duties:

- Breaks up defective products for reprocessing.
- Inserts parts into partial assembly, during various stages of assembly to complete product.
- Weighs raw materials for distribution.
- Separates product according to weight, grade, size, and composition of material used to produce product.
- Feeds item into processing machine.
- Places product in equipment or on work surface for further processing, inspecting, or wrapping.
- Folds parts of product and final product during processing.
- Loads and unloads items from machines, conveyors, and conveyance.
- Counts finished product to determine completion of production order.
- Washes machines, equipment, vehicles and products, such as prints, rugs, and table linens.
- Examines product to verify conformance to company standards.
- Records information, such as number of product tested, meter readings, and date and time product placed in oven.
- Carries or hand trucks supplies to work stations.
- Attaches slings, ropes, cables, or identification tags to objects, such as pipes, hoses, and bundles.
- Positions spout or chute of storage bin to fill containers, during processing.
- Cuts or breaks flashing from materials or products.
- Lifts raw materials, final products, and items packed for shipment, manually, or using hoist.
- Ties product in bundles for further processing or shipment, following prescribed procedure.

Requirements:

Requires a high school diploma or its equivalent with 2 – 4 years of experience in the field or in a related area.

Reporting Relationship:

Works under immediate supervision; typically reports to a supervisor or manager

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date