



Job Title: Production Worker

Company: VAULT LLC

Department: Production

Salary: Depending on Experience

Job Position Summary:

We are looking for positive, quality-oriented production workers that will uphold the competitive nature of VAULT's products and satisfaction guarantee. Responsibilities include receiving products, quality control, product assembly, storing materials, picking, packing and processing orders. The goal is to increase efficiency, profitability and customer satisfaction.

Key Responsibilities:

- Prepares orders by following; requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving; the truck or car to and from vendors.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Contributes to team effort by accomplishing related results as needed. The production worker position performs all tasks involved in the production of the company's products.
- This includes working around metal objects, assembling products, and packing.
- The position follows standard work methods and practices safe work habits to ensure production is as efficient and safe as possible.
- Employees will be provided with a work uniform which must be worn daily.

Personal Specification:

- An enthusiastic individual with experience in production.
- Self-motivated and willing to take direction when required.
- Ability to work efficiently and accurately in a fast paced environment.

Essential Functions:

- Performs work as assigned by department supervisor.
- Assembles the materials to produce sub-assemblies or finished product from raw materials.
- Attach appropriate labels and tags to products and packages.
- Pack finished goods into correct packages and boxes.
- Track production on schedule boards.
- Notify supervisor of any mechanical or material issues.
- Place finished goods on the designated pallet.
- Maintain a clean and safe work area.



#### Skills & Qualifications:

- Previous production experience preferred but not required
- Forklift experience preferred but not required
- Organization and planning skills
- Time management and ability to finish assigned tasks
- Reporting and inventory control
- Documentation Skills
- Equipment Maintenance
- Valid Driver's License

#### Work Environment:

- Noise levels can be disruptive.
- Some areas require safety glasses and gloves.
- Some areas can contain paint thinners.

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Required to talk or hear
- Required to stand, walk, and use hands and fingers to handle or feel products
- Involves walking and lifting for long periods of time throughout the day
- Must be able to communicate with other team members to complete tasks
- Must be able to utilize tools such as wrench, drill, tape measure, or any other hand tools
- Must be able to lift packages of up to 50lbs

#### Expected Hours:

1<sup>st</sup> Shift

Monday – Friday (8:00 am – 5:00 pm)

No weekends