



POSITION DESCRIPTION	
Position: Production Worker	
Dept: All Manufacturing	Access to Confidential Information: No
Location: Glencoe	Directly Reports to: Production Supervisor
Shift: 1 st , 2 nd and 3 rd	Indirectly Reports to: Production Manager
Hourly or Salary: Hourly	Updated by: Heidi Hanson
Job Code: Metal: MILMA457 Heated Products: MILPR640 Livestock: MILAS665 Molding: MILMA630	Date last reviewed: 6/17/2020
FLSA Status: Non-Exempt	FLSA Exemption: N/A

Summary: The Production Worker is primarily responsible for the production, assembly and packaging of quality products in an efficient manner.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	100%	Perform hand and machine operations to produce, fabricate, assemble and package product according to Miller’s specifications while adhering to the established Standard Work Instructions for each job to achieve required performance standards: <ul style="list-style-type: none"> • Inspect materials and finished products for proper quality, bring any concerns to the attention of manufacturing leadership and/or quality • Maintain accurate inventory through proper counting and record keeping of components consumed and quantities produced • Utilize hour by hour tracking to account for productivity throughout shifts • Fully account for all hours worked to proper Manufacturing Order or other Job codes through the shop floor data collection kiosks • Keep equipment in good working condition by performing maintenance as directed and report any deficiencies to manufacturing leadership • Keep all areas neat and clean with all inventory and tools in designated locations

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality

5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
Knowledge, Education, Experience and/or Certifications:	
<ul style="list-style-type: none"> No previous experience necessary No educational requirements; a high school diploma or general education degree (GED) is preferred Must be 18 years of age or older to perform the essential functions of this position On-the-job training may be required 	
Skills & Abilities:	
<ul style="list-style-type: none"> Read instruments such as gauges and indicators on equipment (on the job training may be required). Communicate effectively with co-workers and management. A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations. Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. Define problems, collect data, establish facts and draw valid conclusions. Apply good judgment in recognizing scope of authority. Use of depth perception, close vision, and color vision are all continuously required. 	

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10					X		
11-20				X			
21-35				X			
35-50			X				
51-75		X					
76-100	X						
100+	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing					X	
Walking					X	
Sitting					X	
Talking or hearing				X		
Touch/Feeling					X	

Climb/Balance		X				
Kneeling/Crouch/Squat				X		
Reaching upward or outward					X	
Bending the neck side-to-side or front-to-back					X	
Typing		X				
Pinching/finger manipulation					X	
Grasping/Turning the wrist					X	
Taste/Smell	X					

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Severe exposure to hot rubber and plastic
- Severe exposure to moving objects, and mechanical parts
- Severe exposure to chemicals and fumes
- Severe exposure to sharp objects
- Severe exposure to special equipment such as hearing protection, eye protection, gloves and protective clothing
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals