

EnvirOx Job Description

Job Title: Manufacturing Assistant-Intern

Department: Production

Reports To: Production Manager

FLSA Status: Non-exempt

Rate: \$15/hr

Schedule: 8am-3pm M-R

Location: 1938 E. Fairchild St., Danville, IL 61832

Summary The Manufacturing Assistant Intern will be responsible and able to shift between work stations and assignments in all areas of the Production department including but not limited to: Packaging line (all stations), Shipping, Receiving, Blending, Maintenance, Laboratory work and Special projects. This position will be supervised by the Production Manager with close collaboration of the Purchasing & Logistics supervisor. The Manufacturing Assistant is responsible for assisting the Production Manager and P&L Supervisor in various technical and administrative tasks as outlined below.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Perform repetitive workstation or assembly line operations to mass produce liquid filled bottles and assemble components for finished product.
- Package finished bottles inside boxes and load onto skids for distribution.
- Responsible for the safe operation of equipment in accordance with standard operating procedures.
- Maintain work area and equipment in a clean and orderly condition and follow prescribed safety regulations.
- May work at different workstations as production needs require, or shift from one station to another during the assembly process.
- Assists Production Supervisor in monitoring production schedule
- Assists quality control and supervisors with work kit preparation
- May handle administrative tasks as assigned by supervisor
- Acts as a liaison between different areas of production
- Ensures that all the raw materials are stocked in appropriate quantities
- Making available to the workers required machineries and equipment's
- Support the shipment of goods produced, goods received and supplies to be used in or to aid in the production/storage of goods destined for sale to our customer base.
- Report defective materials or questionable conditions to Logistics Supervisor.
- Ensure all manufacturing safety regulatory policies and procedures are implemented and maintained at all times.
- Make certain first in/first out procedures are applied on a regular basis.
- Perform order selector duties as part of department job rotation: pick and pull products from the warehouse as indicated per job orders and assemble pallets for shipment to the customer base.
- Straps and wraps all outgoing orders for shipment.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- Performing several other tasks as required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must be 18 years of age. HS Diploma or Equivalent required or in progress.

Candidate must be able to lift **50lbs.** on a consistent basis.

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.