

2019 EnvirOx Summer Manufacturing Internship Program

Duration: June 3, 2019 – July 26, 2019, 24 hours per week

Rate: \$10/hr

Week 1: Packaging Line

Week 2: Shipping/Receiving

Week 3: Blending

Week 4: Quality

Week 5: Packaging Line

Week 6: Shipping/Receiving

Week 7: Blending

Week 8: Quality

Summary The Manufacturing 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. The Manufacturing Assistant is responsible for assisting the Production Manager and Quality Manager 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 quality control and supervisors with work kit preparation
- 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.
- 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.
- Examines outgoing shipments to ensure shipments meet specifications.
- Maintains inventory of shipping materials and supplies.
- Performing several other tasks as required.