

Company Name	Position Title 1	Full Time or Part Time	Position Summary
Woodcraft Industries	Production Associate	Full-Time	<p>This worker is responsible for performing a variety of entry-level tasks as assigned by the supervisor to prepare the wood for our other Woodcraft facilities to make cabinet components.</p> <ul style="list-style-type: none"> - Performs related work as directed: <ul style="list-style-type: none"> ○ Tailing the gang saw; after boards have been cut lengthwise by gang saw, boards are pulled from conveyor and stacked on appropriate cart. Boards are 8-16 feet long and up to 3 inches wide. Sort boards according to size, so need to recognize the difference between 1¾, 2½, 2¾, etc. ○ Piling table or belt; take cut blanks from table or belt and place these blanks on appropriate pallet, sorting these pieces by size. Blanks weigh 1-2 pounds but because of rapid pace, need to pick up several at a time. ○ Lay up panels on the gluer, lay staves together by matching color and grain pattern. Place these

			<p>staves on conveyor to be placed in gluer clamps.</p> <ul style="list-style-type: none">○ Feeds the Moulder; takes panels from a pallet and places them in the Moulder.- Receives direction from the supervisor/team lead and notifies the supervisor/team lead when more work is needed.- Maintains the work area in a neat and orderly condition compliance with 5S standards.- Promotes teamwork by cooperating and supporting co-workers.- Accurately, thoroughly, and legibly completes all documentation related to this position; i.e., production reports, accurate time keeping, etc.- Observes closely the operation of tools and machinery and notifies the supervisor/team lead immediately of malfunctions or maintenance that may be needed.- Monitors product constantly to ensure that quality standards are being met and rejects product that does not meet quality standards.- Follows all standard operating procedures and notifies supervisor/team
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			<p>lead of potential procedural improvements.</p> <ul style="list-style-type: none"> - Follows all safety procedures, rules and guidelines; and notifies supervisor/team lead of any existing or potential safety issues. - Responsible for attending work on time and for scheduled hours each day. - Performs other related duties as necessary or assigned.
	Production Worker 1, 2, 3	Full-Time	<p>Performing assigned production functions in a manner which will consistently meet production standards and quality requirements.</p> <p>The level for each Production Worker is determined by management based on how proficiently you perform each function of your job and the number of areas in which you can work while meeting production standards and quality requirements.</p> <p>Responsibilities:</p> <p>This description represents the most significant job duties but does not exclude other work duties that may be assigned as needed.</p>

			<ul style="list-style-type: none">- Receives direction from the supervisor/team lead and notifies the supervisor/team lead when more work is needed.- Maintains the work area in a neat and orderly condition in compliance with 5S standards.- Follows all safety procedures, rules, and guidelines; and notifies the supervisor/team lead of any existing or potential safety issues.- Follows all standard operating procedures and notifies the supervisor/team lead of potential procedural improvements.- Assists in other work areas when the workload permits or requires.- Promotes teamwork by cooperating and supporting co-workers.- Accurately, thoroughly, and legibly completes all documentation related to this position; i.e., production reports, accurate time keeping, etc.
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			<p>pattern. Place these staves on conveyor to be placed in gluer clamps.</p> <ol style="list-style-type: none">5. Marker, Sorter/Piler6. Assembling various components based on customer specifications; meets quality and quantity standards. <p>Classification Requirements:</p> <p>Production Worker I: entry level position, production worker in training.</p> <p>Production Worker II: can work independently and meets or exceeds the production standards for the position.</p> <p>Production Worker III: Can proficiently work in 3 or more work stations.</p>
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