



Job Description

Job Title: Production Assistant
Location: LYF-TYM Manufacturing
Supervisor: Plant Manager
FLSA Status: Non-Exempt
Effective Date: Revised - 05.06.2015

Job Purpose:

To work at the LYF-TYM Manufacturing facility providing quality products to the LYF-TYM Branch locations for sale to LYF-TYM customers. Effectively utilizing the appropriate production machinery to output formed accessories and package appropriately.

Essential Job Duties:

- Possess a complete knowledge of all product quality standards.
- Ability to read and fully understand all documentation associated with production and sales orders.
- Possess a complete knowledge of all products, options, and corresponding product codes.
- Knowledge of all product's production and machine operation processes.
- Knowledge of warehouse product placement.
- Participation in team work and individual production environments.
- Maintaining production levels as necessary.
- Responsible for producing and verifying that product meets or exceeds the established specifications.
- Responsible for recording quality measurements as required.
- Must be familiar with all packing and quality check measurements on the packing line.
- Maintaining accurate documentation of all individual/team production.
- Basic knowledge and functionality of LYF-TYM millwork database.
- Maintaining a safe and clean work area at all times.
- Exercising good communication skills with all other coworkers.
- Reporting all stock/inventory needs to Plant Manager, as necessary.
- Other job duties as may be required

Competencies:

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

- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.



- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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.

- Perform visual quality inspections on products
- Utilize power tools and various other equipment as needed to perform duties
- Must be certified or become certified in operation of forklift

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.

- While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts and vibration. The employee is occasionally exposed to outdoor weather conditions extreme cold (non-weather); extreme heat (non-weather) and risk of electrical shock.
- The noise level in the work environment is usually loud.

Physical Demands:

- May be required to stand for long periods of time
- May involve repetitive motion
- Must be able to lift up to 75 pounds
- May engage in frequent bending, stooping, squatting, pushing and pulling of parts of containers
- Due to the open environment of the warehouse, must be able to work in various weather and temperature conditions to include, extreme heat, humidity and cold

Personal Protective Equipment Required (PPE):

- Gloves
- Safety Glasses
- Hearing Protection

ACKNOWLEDGEMENT

Employee Signature: _____

Date: _____

Manager Signature: _____

Human Resources Signature: _____

Production Assistant