



KEEPING THE WORLD SMELLING  
FRESH SINCE 1971

## Production Team Member

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### GENERAL SUMMARY

The Production Worker is responsible for ensuring that customer orders are being filled efficiently, effectively, on time, and without errors. This is a fast paced, friendly, fun environment. We offer medical and dental benefits, 401k, life insurance, short and long term disability, tuition assistance, and opportunities for bonuses. We appreciate our employees, and offer recognition, flexibility, and employee engagement activities that make work enjoyable.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs any assembly-type functions such as wrap and pack customer orders utilizing various light equipment and machinery.
- Hot-stamp customized names and logos on customer products, utilizing light equipment and machinery.
- Loads and unloads product onto various machinery.
- Operates any equipment needed to perform job
- Performs related duties as needed by supervision.
- Reads routing and performs work as assigned by department supervisor.
- Assembles materials to produce sub assemblies or finished product from raw materials.
- Attach appropriate labels and tags to products and packages.
- Pack finished goods into correct packages and boxes.
- Track production on schedule boards.
- Notify supervisor of any mechanical or material issues, including substandard products on production line.
- Place finished goods on the designated pallet.
  
- Maintain a clean and safe work area.
- Performs other related duties and assignments as required.
- All production workers are expected to be available to work in all areas of production.

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*This job description is intended to describe the essential job duties and requirements for the performance of this job. It is not intended as an exhaustive statement of all duties that may be assigned or required.*



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### REQUIRED EDUCATION and/or EXPERIENCE

- High School Diploma or GED equivalent.
- At least one month manufacturing experience.

### REQUIRED SKILLS AND ABILITIES

- Ability to stand on feet for up to 10-12 hours at a time, and to occasionally reach, bend, kneel, grasp, walk, or carry.
- Ability to lift and carry up to 25 lbs.
- Ability to read and evaluate paperwork.
- Good eye-hand coordination.

### WORKING CONDITIONS

- Manufacturing/factory setting. Occasional disagreeable elements present part of the time, such as heat, cold, dampness, dust, noise, and the presence of odorous chemicals.

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