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## **JOB DESCRIPTION**

**POSITION:** Production Worker  
**DEPARTMENT:** CSET  
**SUPERVISOR:** Supervisor  
**WORK LOCATION:** NW Portland

**CLASSIFICATION:** Full-Time/Part-Time, Hourly, Non-Exempt  
**POSITIONS SUPERVISED:** None  
**BENEFITS:** Available as Outlined in Exceed Enterprises Personnel Policies

## **DUTIES/RESPONSIBILITIES**

### **Essential**

1. Perform assigned tasks to the quality and quantity specifications set by the company.
2. Identify and procure needed supplies from inventory to stock own workstation.
3. Operate production and material handling equipment as requested or assigned.
4. Record quantity of work completed, hours worked, and other data/information as required.
5. Observe and follow all safety regulations and rules.
6. Mentor, encourage, and assist co-workers as requested and appropriate to meet identified production quotas, maximize productivity, and assure a safe working environment.
7. Perform other functions as assigned by designated Supervisor.

## **MINIMUM QUALIFICATIONS**

### **Essential:**

1. Ability to interact positively with co-workers in a production environment.
2. Ability to frequently lift and carry 25 pounds with frequent bending, stooping, lifting and rotating.
3. Must be able to perform physical labor requiring continual and repetitive use of large motor skills to stand, move about in tight spaces, maintain balance, reach
4. Continual and repetitive use of fine motor skills and manual dexterity.
5. Must be able to work on hard surfaces for long periods of time.
6. Must be able to work in all weather conditions including seasonally hot or cold temperatures and in climate weather.

**Non-essential:** Previous experience in a production environment preferred.