



Workwell Industries is a non-profit organization who is committed to creating jobs for people with disabilities and others who experience barriers to employment.

We provide quality packaging, parts assembly and as well as various other services to many large organizations in the US and worldwide. Our packaging service includes promotional, consumer, and product packaging as well as construction of displays and many other services. We provide assembly and sub-assembly for manufacturing and other industries. Workwell also has a successful history of performing various other services.

JOB DESCRIPTION

The position is responsible for assisting work order scheduling and supervision for the day to day work of the production line employees and carrying out specific assigned duties during the daily shift.

Veterans or those with military experience are highly encouraged to apply!

JOB DUTIES & RESPONSIBILITIES

- Responsible for daily spec sheet at start of job & must be aware of the job status of the product on your line
- Responsible for taking attendance of all workers on your line at the beginning of the day and after breaks. Must notify supervisors of any absences immediately.
- Responsible for meeting daily production goals. Also responsible for discussing daily goals with your line workers and encouraging them to meet their goals.
- Must be at the front of your assigned line, and stay at the front of your assigned line at all times (with the exception of breaks)
- Responsible for the correct product output
- Responsible for reporting all down-time, and keeping your line workers from leaving your line during appropriate work hours
- Responsible for making sure all required job materials are present and accounted for
- Must verify all materials that are requested when brought to your line by a forklift operator
- Responsible for filling out all paperwork correctly. Must be completed daily, by 2:30 PM
- Responsible for the safety and cleanliness of your line
- Responsible for "breaking down" the line at the end of each job. You must have your line stocked with the needed materials before end of shift for next day of production
- All lines need to be cleaned prior to end of shift

Full-time, M-F 8 AM-4:30 PM

Drug testing required.

Required education/certification:

- High school or equivalent
- Management experience not required, but helps.
- **Veterans or those with military experience highly encouraged to apply!**

Job Type: Full-time

Required experience:

- Production: 1 year

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