**Revised 12-15-2015**

**POSITION DESCRIPTION**

**JOB TITLE**

**Production Worker I**

**CLASSIFICATION**

**The position is part-time, hourly, and non-exempt according to FLSA.**

**PRIMARY PURPOSE STATEMENT**

**The primary duty is to assist in completing production contracts at Martin Enterprises.**

**PRINCIPLE ACCOUNTABILITIES**

**The Production Manager will supervise the Production Worker I.**

**ESSENTIAL DUTIES AND RESPONSIBLITIES**

1. **Weigh and count product.**
2. **Accurately label boxes according to shipment order.**
3. **Identify parts necessary for packaging/shipping.**
4. **Clean work area daily.**
5. **Stack pallets to specifications.**
6. **Construct boxes for shipping.**
7. **Operate Sealant Machine.**
8. **Prepare and package parts/boxes for shipping.**

**TRAINING**

1. **Must receive blood-borne pathogen training within the first 10 days of hire and annually thereafter.**
2. **Must receive safety training within the first 10 days of hire and annually thereafter.**
3. **Will attend additional training as needed for the provision of quality services to recipients.**

**CONFIDENTIALITY**

1. **Must maintain and follow the company’s confidentiality policy**
2. **Must adhere to the HIPAA guidelines**

**SAFETY**

1. **Promote the maintenance of a safe, accident free, and healthy work environment by conforming to the general safety policies and procedures established by the organization to comply with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations.**

**It is not intended that this position description include all details of the work functions inherent in this position, nor does it give exclusive title to every function described. The position incumbent will perform work of equal or lower classification, as required or directed, and perform work of a higher classification for training purposes, or as warranted by emergency circumstances.**

**POSITION SPECIFICATIONS**

**The Production Worker I with Martin Enterprises should be able to read at least at a sixth grade level. A high school diploma or equivalent is preferred, but not required. Some Production experience preferred. This position requires lifting up to 50 lbs., standing for extended periods, and bending to retrieve materials.**