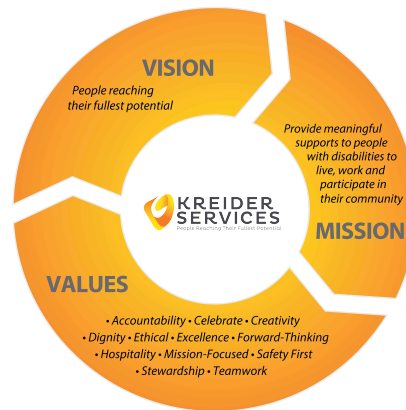


Job Description

Job Title: Production Assistant
Department: Production
Reports to: Production Manager
FLSA Status: Non-Exempt
Pay Grade: Refer to Contract

Prepared By: Human Resources
Prepared Date: March 2019
Revised Date:
Approved by: Executive Director
Approved Date: March 2019



PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

GENERAL JOB DUTIES

The DSP Production Assistant works with the Production Manager to ensure daily production activities are being completed efficiently and safely.

ESSENTIAL JOB DUTIES

1. Assist direct support professionals in teaching, training, and promoting independence in people with disabilities.
2. Serve as a role model of appropriate socialization, interaction and communication skills.
3. Follow-up with clients and employers, assist with job accommodations or modifications, and assist clients with integration into the community based work environment.
4. Ensure a safe, clean, open environment to promote smooth flow of production.
5. Maintain quality control standards, compliance in all areas of production regulatory standards and documentation.
6. Assist production manager in daily production activities through close monitoring of floor activity.
7. Set up the production floor and maintain an organized warehouse.
8. Function as the KSI Production Liaison with satellite facilities (i.e. JMDC).

9. Assist manager to create and maintain a schedule of customer pickups and deliveries.
10. Communicate with interdepartmental personnel by phone, or electronically as required.
11. Communicate with customers and vendors by phone, fax and e-mail as required.
12. Assist with completing time studies, job scripts, task analysis, hourly job sampling, and special minimum wage hourly standards.
13. Implement and maintain computerized tracking of receiving/shipping/warehouse activities.
14. Participate in required staff meetings.
15. Participate in training as assigned.
16. Adhere to all agency policies and procedures.
17. Assist manager to achieve and maintain regulatory compliance.
18. Assist manager to provide safe work environment.
19. Work in a constant state of alertness and in a safe manner.

ADDITIONAL JOB DUTIES

1. Assist manager in improving efficiency of work flow.
2. Other duties as assigned.

QUALIFICATIONS

1. Current CDL required or CDL must be obtained within 6 months of hire unless written authorization is given by the Production Manager.
2. Forklift experience strongly preferred. Must be certified within 3 month of hire unless written authorization is given by the Production Manager.
3. Good listening, speaking and writing skills.
4. Ability to work independently and be self-motivated with good time organization skills.
5. Applicant must manage multiple tasks simultaneously.
6. Flexibility required, advocate for clients and be able to work well with a team.
7. High school diploma or equivalent.
8. Pass a T.A.B.E. Test upon hire.
9. Valid Illinois driver license, an acceptable driving record and ability to be insured in accordance with agency policy.
10. Demonstrated knowledge of computer program systems such as Word, Excel, access, outlook and future programs of Kreider Services, Inc.

PHYSICAL DEMANDS

1. Must be able to exert up to 100 pounds of force occasionally, and/or move up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Must be able to climb, balance stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger grasp, complete repetitive motions.
3. This individual must be able to communicate effectively.
4. This work is subject to inside and outside environmental conditions.
5. Work is subject to noise that may require shouting.

6. Worker may be exposed to body waste products.
7. This work may require worker to provide first aid which may cause exposure to body fluids.

The work environment characteristics described 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.