

GENERAL PRODUCTION EMPLOYEE – LIMITED TERM EMPLOYEE

VARC, Inc.

Reports to: Production Supervisor (C & R)
General Manager (S)

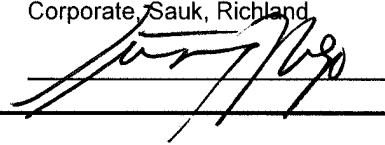
Department: Production

Classification: Non - Exempt

Division: Corporate, Sauk, Richland

Date: January 5, 2009

Approved:



JOB SUMMARY:

Directed and supervised by the Production Supervisor or General Manager or designee, the General Production Employee is responsible for assembling and packaging product according to Customer Specification.

ESSENTIAL FUNCTIONS:

1. To follow instructions for packaging and assembling.
2. Visually inspect products for defects, setting aside defective items and identify as instructed.
3. Assemble and pack items in designated cartons per customer order.
4. Place identification labels on carton or complete skid per customer orders.
5. Assist in keeping accurate records of production and hours on job.
6. Report all discrepancies to supervisor.
7. May act as a material handler in moving materials to production line.
8. May assist in training employees on new jobs.
9. May sweep and tidy work areas at end of shift.
10. Accepts other duties as assigned.

What will be expected from General Production Employee's:

- To maintain production standards
- To maintain quality standards
- Light housekeeping
- Attendance – promptness with call ins
- Appropriate work habits
- Adherence to safety and work rules
- Safe practices on the job

QUALIFICATIONS:

Job may require standing or sitting for full shift. Ability to keep up with moderate speed lines. Manual dexterity required; exposure to arm and wrist fatigue. Mental alertness; to shut off packing machines if jammed. Job may require use of automatic baggers, blister packing, air tools for screwing and buffing, heat sealing, shrink wrapping, weigh counting parts, pallet wrapping, and moving devices. Ability to lift 25 lbs. on a regular basis.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it:

Employee Signature Date

Supervisor Signature Date