



<b>JOB TITLE:</b>	<b>PRODUCTION ASSOCIATE</b>
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	\$10.30 - \$12.00 hourly
<b>HOURS PER WEEK:</b>	Up to 20 hours
<b>REPORTS TO:</b>	Lead Production Associate

## **PRIMARY PURPOSE OF JOB**

Production Associates will perform duties requested by the Artisan Elements Manager that include, but are not limited to, manufacturing products, packaging products, and customer service activities. Job activities are subject to change per business needs. Manufacturing of products includes casting and de-molding items and packaging for sale or shipment.

**This description may not include all of the duties, knowledge, skills, or abilities associated with this position.**

## **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

### General Duties and Responsibilities

- Create a quality product consistently using the procedures set by the Artisan Elements Manager, Design Specialist, or Lead Production Associate.
- Actively contribute to positive work atmosphere.
- Assist with the production of products as directed by the Artisan Elements Manager, Design Specialist, or Lead Production Associate.
- Use tools and equipment safely and as directed by the Artisan Elements Manager or Lead Production Associate.
- Assist with the general housekeeping and maintenance of the production area as directed by the Lead Production Associate.
- Notify the Lead Production Associate of any material, manufacturing or co-worker issues.
- Maintain clean, organized, and safe work areas.
- Assist with sorting and stocking of products.
- Work with team members to maximize productivity and efficiency.
- Attend team meetings as requested and implement information provided at the meetings as needed.
- Light lifting required.
- Must be able to pass a background screening.
- Perform other related work as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to establish effective working relationships with co-workers and the public.
- Ability to maintain a positive work atmosphere.
- Ability to learn skills such as using a concrete mixer, using a deckle, using a paper press.
- Ability to learn how to correctly package products.
- Ability to perform manufacturing activities.
- Ability to follow all safety rules.
- Ability to bend, sit, and stoop for extended periods of time.
- Must be able to appropriately interact in social interaction and observation by the general public.
- Ability to communicate effectively.
- Ability to bend, sit, stand, and stoop.
- Must be able to lift up to 75 pounds.
- Demonstrates professional work ethic.

## **CORE COMPETENCIES**

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- High school diploma preferred.
- Artistic interest preferred.
- Be able to read, understand, and follow a weekly schedule.
- Must be willing to be cross-trained and move to other areas when needed.
- Must be willing to comply with organization policies.
- Must be able to pass a random drug test.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Physical Requirements				
Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<ul style="list-style-type: none"> <li>The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.</li> </ul>				
<b>Seeing:</b> Must be able to see to read documents/reports and focus on computer for an extended period.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with coworkers and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.	X			
<b>Standing/Walking:</b> Must be able to move about the work area.				X
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.		X		
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.			X	
<b>Driving:</b> Must be able to drive locally for work-related assignments.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Click here to apply directly for this position:**

<https://secure2.saashr.com/ta/104751.careers?ApplyToJob=386059522>

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