Job Description

Job Title: Shop Worker
Department: Warehouse
Reports To: Shop Foreman
FLSA Status: Non Exempt

Prepared By: Tony Fiscelli
Approved By: Brian Ward
Date: June 26, 2006

Basic Function
Responsible for inspecting completed products and performing equipment maintenance.

Responsibilities
1. Prepare each job in accordance with a job order or verbal/written instructions.
2. Perform inspection of completed product in accordance with company quality standards.
3. Move finished products between stations and shipping area as needed.
4. Prepare finished products for shipment in accordance with company procedures.
5. Report problems or discrepancies to management.
6. Operate shop equipment and machinery in accordance with safety requirements.
7. Notify management of equipment malfunctions, injuries or related occurrences.
8. Perform other related duties as assigned.

Skills
Oral Communication Skills
Written Communication Skills
Basic Math Skills
Organization
Reading Skills
Time Management

Education/Training
Degree: High School Diploma or Equivalent (Helpful)

Experience
Prior warehouse/manufacturing or related work experience helpful.

* I agree that the above information is my current job description. Please complete the information above and give back to your Manager.