



JOB DESCRIPTION

Position Title: Production Associate

Department: Manufacturing

Reports To: Production Supervisor

Reports: None

Basic Function/Job Summary:

The Production Associate is a member of the Manufacturing Team and is responsible for completion of production duties. The Production Associate may complete sewing functions, inspection functions, assembly functions or a combination of all functions. The Production Associate will perform all tasks with consideration to product quality and volume to meet the production schedule.

This position works with and supports other Production Associates, the Production Lead and Production Supervisor to achieve the desired Strategic Objectives of the organization while embracing Mills Vision/ Values and Mission that define how we do business as a company.

Responsibilities/Scope:

- Operate production equipment to create items by standard process and methods.
- Successfully meet departmental, production and quality goals.
- Assist as needed in the training of new operators
- Complete all required paperwork and recordkeeping
- Interpret/read Manufacturing Work Instructions (MWI's) and inspection checklists
- Inspect work to ensure product meets quality standards and specifications
- Maintain good housekeeping of work area
- Maintain equipment/machines properly (ex. Oiling) performing required PM.
- Ability to work in a team environment

JOB SPECIFICATION INFORMATION:

Producing finished products might include but are not limited to:

- Sewing Operations
- Hand Stitching
- Cut-Mark-Assembly
- Inspection
- Stamping
- Repairing items
- Line Insertion
- Other duties and responsibilities may be assigned according to business needs

Physical Requirements:

- Must meet near vision requirement of Snellan 14/18 (20/30) and be capable of adequately distinguishing and differentiating colors used in the process or activity being performed.
- Sit or Stand or variation of both for duration of shift.
- Use hand and arms to reach, feel or handle.
- Ability to perform jobs using repetitive motion.

Education Required:

Minimum: Functionally literate.

Preferred: High School Diploma or equivalent

Experience And /Or Capability Required:

Minimum: Good work history in public jobs. Capable of using ruler, tape measure, and stitch counter. Ability to pass sample sewing test for sewing operations.

Preferred: Knowledge of sewing and/or inspection experience in a manufacturing environment. Comfortable working with difficult materials and performing awkward sewing operations.

Contacts with Others:

- Primary interaction with Production Associates
- Regular interaction with Production Lead and Production Supervisor
- Establish and maintain good interpersonal relationships and communications with all levels of the organization to ensure positive employee/management relations

Responsibility for Confidential Data/Confidentiality: Confidentiality of all privileged information relating to employees, products or management of the company will be maintained.

EOE M/F/Disabled/Vet

This company is an equal opportunity employer and makes employment decisions without regard to race, gender, sexual orientation, gender identity, disability or protected veteran status. The company is a VEVRAA Federal Contractor.