



Job Title:	Production/General Labor
Department:	Pull and Pack
Job Grade/Level	
Position Supervisor:	Brandon Hanson
Reports to this Position:	Plant Manager
Location: Plant	Sand Creek Post & Beam – Wayne, NE

Job Purpose/Summary: Production employee/General Laborer to take up manual labor tasks and support production operations.

Principal/Main Responsibilities and Tasks:

- Cleaning/dipping/spraying of raw materials for production.
- Attend all safety and plant production meetings.
- Demonstrate a positive and professional attitude.
- Execute daily work instructions received from supervisor in a timely manner.
- Properly count/pull correct materials for customers.
- Building maintenance tasks such as mowing, spraying weeds, painting and other duties as needed.
- Properly prepare materials for shipping.
- Move and rotate stock materials for production.
- Responsible for quality checks while performing duties.
- Operate tools and machinery properly.
- Assisting the production team with pulling materials and completing work orders.

Minimal Knowledge, Skills and Abilities Required:

- Strong verbal and written communication skills
- Reliable attendance
- Maintain a professional manner at all times.
- Must be able to lift up to 25 lbs.
- High School diploma
- Experience with power tools and material handling equipment preferred.
- Ability to effectively communicate with any levels/departments within the organization.

Employee Signature _____ Date _____



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Manager/Supervisor Signature _____ Date _____