

## #902 HOURLY PRODUCTION WORKER

Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External:** 3/19/2018

**Salary:** \$8.50/hour

**Hours:** 7 a.m. – 3 p.m./Monday – Friday

**Apply To:** D. Koehler

**REPORTS TO:** Industrial Production Manager

**HAS DIRECT REPORTS?** No

### **JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This position(s) is a supplement production worker position to the KAC trainee light industrial and production workers. The length of employment, hours scheduled per week and shop site are contingent upon contractor requirements. Packaging of various sized parts as well as assembly tasks are performed. Quality, quantity within defined timelines and neatness of finished product is required. In addition to piecework production, work assignments may include material handling, workstation setup, quality control checks, staging material for shipment, and production at an hourly rate. Cleanup of workstations including sweeping of immediate work area and trash removal are performed daily.

### **TYPICAL RESPONSIBILITIES:**

1. Placement of exact amount of items into each container 100% of the time.
2. Utilization of packaging machinery.
3. Maintain accurate recordings of production counts and assist with job supervisor with job assignments.
4. Timely completion of assigned work, while achieving a neat package presentation.
5. Material handling, including and requiring ability to lift and carry a maximum of 50 pounds.
6. Clean up of work area, replacing unused product into appropriate storage area.
7. Packing and recording quantity in master cartons, authorized by workshop supervisor.
8. Responsible to drive forklift and operate shop equipment.
9. Responsible for safety of employees and persons served under this position's supervision.
10. Perform other duties as assigned by supervisor.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **MINIMUM QUALIFICATIONS:**

- Ability to learn how to operate mechanical lift equipment
- Able to achieve standardized productivity requirements after initial training
- Simple arithmetic and accurate counting skills including addition and subtraction
- Ability to follow multiple step directions
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

### **PREFERRED QUALIFICATIONS:**

- Previous industrial experience.

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 7/7/2017

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- A high school diploma, GED or an equivalent combination of education and experience.
- Mathematic proficiencies in addition, subtraction, multiplication and division or an ability to use a calculator to perform these functions.
- Ability to accurately record up to 15 digits consisting of numbers and letters.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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