

# Production Associate

Be part of a team that ensures the efficient and accurate fulfillment of production orders to meet required production standards. The daily responsibilities include:

- Communicate with management on any production issues that arise. Daily check of designated line to ensure all problems orders are addressed.
- Adhere to all company policies and procedures including safety, cleanliness and code of ethics.
- Monitor production supplies and partner with supervisor to order additional supplies as needed. Care of department hardware, supplies, pallet jacks, etc.
- Ensure all orders are accurate and inducted in a timely manner. Stage next order to maintain production levels at standard.
- Takes responsibility for own performance and consistently meets commitments.
- Follow all written departmental procedures and identify and changes that may be necessary, reporting these finding to your supervisor.
- Uphold and displaying qualities and expectation of an employee, with an emphasis on custom service and the promotion of a fair and development environment
- General upkeep equipment.
- Other duties as assigned to meet business needs.

## **LAB, MIXING AND BOTTLING**

- Work with safety gear (lab coat, gloves, booties, hair cap, masks and safety glasses if needed) in a laboratory environment.
- Ability to follow laboratory strict instructions on mixing and documentation.
- Mix liquid solutions and cap bottles
- Keep accurate count of flavor, ML and MG log.
- Maintain cleaning schedule of equipment
- Maintain clean room environment
- Ability to work with bottling, labeling and shrink wrap machine.

## **REQUIREMENTS:**

- High School Diploma or Equivalent (GED)
- Minimum of 18 years of age
- Previous warehouse experience, knowledge of basic Lab functions preferred.
- Demonstrates excellent customer services skills and strong verbal communication skills.
- Can do attitude and a team player
- Able to stand and walk around during scheduled hours.
- Able to pack/unpack shipments and move merchandise packages weighted up to 50 pounds

Please send resumes to Maurice Forero at [Mforero@goodwillsocal.org](mailto:Mforero@goodwillsocal.org) or call 909-242-7999 ext. 211