

# Production Associate

4/1/24



Reports To: Group Supervisor	Division: Sedalia
FLSA Classification: Non-Exempt	Department: Production
Last Revised: 4/1/24	

## Job Summary: Production Associate

Manufacture a variety of standard and special food service equipment for domestic or international shipment in accordance with established work standards.

**Important note:** Team members often start in one functional area, it is expected and not uncommon for them to be moved throughout the plant to support business needs.

## Production Associates Job Duties & Responsibilities

Production Associates are expected to learn and grow through the levels by progressively building knowledge, skills, proficiency, and ownership with the following key duties and responsibilities. Being coachable and collaborative, adhering to standard work and safety protocols while completing production tasks. As well as prioritizing quality, advocating for lean processes, assisting in training, and promoting Duke values.

*\*Position and title are determined by departmental needs and requirements. Ability to do some or all duties listed does not automatically indicate or qualify as an advanced position.\**

	Production Associate 1	Production Associate 2	Production Associate 3	Production Associate 4
Follow written instructions, standard work, and general safety rules	X	X	X	X
Use a variety of hand and power tools	X	X	X	X
Assemble and inspect units for defects	X	X	X	X
Insulate products using various materials	X	X	X	X
Read and interpret work orders/unit drawings	X	X	X	X
Achieve and maintain TAKT with standard work on orders as assigned	X	X	X	X
Understand and administer training effectively	X	X	X	X
Collaborate effectively on team projects	X	X	X	X
6S department workstations and suggest waste reduction ideas	X	X	X	X
Actively support problem solving events including follow up on corrective action items	X	X	X	X
	X	X	X	X
Update and/or engage in the Hour-by-Hour Board conversations	X	X	X	X
Test and Wire complete circuits (single/3 phase)	X	X	X	X
Operate final test station equipment		X	X	X

Accurately complete Basic/spot welding	X	X	X	X
Understand and use refrigeration charging equipment		X	X	X
Test refrigeration units using computer as required		X	X	X
Close out travelers		X	X	X
Understand and use foaming equipment as required		X	X	X
Reason and calculate dimensional solutions			X	X
Work on wire control panels, and complete complex custom Serving Systems and Expressions orders following a panel schedule			X	X
Able to support Lead duties and responsibilities, including back up				X

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<b>Essential Knowledge, Skills and Abilities</b>				
	<b>Production Associate 1</b>	<b>Production Associate 2</b>	<b>Production Associate 3</b>	<b>Production Associate 4</b>
General Safety Rules	X	X	X	X
Required PPE Listing	X	X	X	X
MSDS (SDS) Library	X	X	X	X
Standard Work for workstation	X	X	X	X
Combination Sheets	X	X	X	X
Bar Charts	X	X	X	X
Hour by Hour Board	X	X	X	X
Basic computer knowledge		X	X	X
Knowledge of EPICOR		X	X	X
Braze Training Certification as required		X	X	X
Basic electrical knowledge		X	X	X
Basic welding capabilities as required		X	X	X
Basic plumbing knowledge			X	X
Advanced trouble shooting with plumbing and wiring				X
Proficiency in all areas of production				X
Ability to make first pass calls on quality issues				X
Advanced knowledge and experience navigating Epicor				X
Must be able to communicate with various levels of the organization Written and verbally				X
<b>Education / Experience</b>				
	<b>Degree (min)</b>	<b>Experience (min)</b>		
Production Associate 1	N/A			
Production Associate 2	N/A	Full competency in 3 or more stations		
Production Associate 3	N/A	Successful completion of competency. Most cases require completion of both written and hands on tests.		
Production Associate 4		Must have Previously been a high performing PA 3		

**Physical Job Requirements:**

1. Speaking to employees and customers. - The ability to speak clearly and communicate information and ideas in speaking so others will understand.
2. Listening to employees and customers. - The ability to listen to and understand information and ideas presented through spoken words and sentences.
3. Sitting for extended periods of time.
4. Walking for extended periods of time.
5. Standing for continuous periods of time without being able to leave the work area.
6. Able to lift, push, or pull up to 40 pounds.
7. Carrying objects (in arms or on shoulders).
8. Grasping (applying pressure to objects).
9. Reaching (extending hands and arms in any direction).
10. Stooping and crouching (bending downward and forward).
11. Feeling (perceiving attributes of objects such as size, shape, temperature, or texture).

**Mental and Visual Job Requirements:**

1. Visual ability required includes close vision, peripheral vision, depth perception and the ability to adjust focus.
2. Ability to identify and distinguish colors may be required- Assemblers or Operators will need to be able to identify different color wires or use controls on machines.
3. Ability to judge distance and space relationships.
4. Ability to learn and comprehend instructions and orientation to the job.
5. Ability to concentrate attention on task at hand for extended periods of time.

**Required Abilities :**

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.

**Workplace Environmental Conditions:**

This job operates in a manufacturing environment.

While performing duties of this job, you are frequently exposed to work near moving mechanical parts, electrical current and chemicals. The noise level in the environment is usually moderate.

Employee Signature and Date:	
Employee Printed Name:	
Supervisor Signature and Date:	