	MANUFACTURING TEAM MEMBER JOB DESCRIPTION			
	Effective Date: 7/16/2021	Original Date:	Originator: HR	Department: Production

Summary/Objective

Responsible for daily manufacturing/shipping goals and quality of company product.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties/Responsibilities:

- Ability to use a computer and scanner to scan into workstation as well as scan all orders through the workstation.
- Ability to read and understand work orders and compare the instructions on the work order to the doctor's order form which accompanies each order coming through the lab.
- Ability to follow all instructions from the work order including permanent instructions (PI's) or special instructions (SI's) which are added to orders by prescribing physicians.
- Ability to use grinding machinery to grind material to specifications outlined on the work orders.
- Ability to apply specialized glue to material to adhere accessories to orthosis, including top and bottom covers.
- Ability to use machinery to polish orthosis before shipping.
- Ability to read instructions from order forms and computers to ship orthosis to correct address.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to stand or walk with the ability to lift up to 30 pounds at times.

Position Type/Expected Hours of Work

The employee must be available during the "core" work hours of 6:00a.m. to 4:00 p.m., Monday through Friday with potential for overtime on evenings and weekends if needed.

Travel

No travel is required for this position.

Required Language Skills

Ability to read and comprehend simple instructions, short correspondence, policies and memos. Ability to effectively communicate information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Required Mathematical Skills


Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Required Education and Experience

1. Highschool diploma or equivalent GED

Preferred Education and Experience

1. 3+ years of working in a manufacturing setting.
2. Working with CNC machinery

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3. Associates Degree in related field

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Job Type: Full-time

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____