



**WOMEN'S
BEAN PROJECT®**

Production Assistant (Program Participant)

Job Description

FLSA Status: Non-Exempt
Job Title: Production Assistant
Status: Full-Time, 36 Hours/Week
Pay Schedule: Hourly
Salary: \$15.00 per hour
Benefits: ECO Pass, EAP, Program Classes and Resources
Department: Production
Reports To: Production Supervisor

Job Summary

Participants are enrolled in Women's Bean Project's transitional job readiness training program for 7 months. Participants work as Production Assistants in the Bean Project's dry food manufacturing and production and develop the transferable job skills and workplace behaviors required by entry-level employers. Participants attend weekly classes such as computer training, financial literacy, GED & academic remediation, planning & organizing, career coaching, resume writing, mock interviews, and networking. The goal is to equip and assist a Participant with the necessary skills to secure mainstream employment.

Essential Job duties

1. Attending on-site training sessions on Food Safety, Workplace Safety and Introduction to Manufacturing.
2. Assembly line manufacturing and packaging of dry food products, gift sets and gift box production.
3. Learn weight and measures, quality control/standards, safety and health regulations and proper packing and labeling.
4. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
5. Weigh, measure, and mix ingredients according to Standard Operation Procedures (SOP's), using various production equipment as outlined in the SOP.
6. Load, operate and clean machines or equipment used in the production process or assist machine operators. Ability to observe equipment operations so that malfunctions can be detected and notify operators of any malfunctions.
7. Remove products, machine attachments, or waste material from machines and production area.
8. Lift and transfer raw materials, finished goods/products, and packed items, manually or using pallet jacks and/or carts.
9. Perform production duties, including cleaning work areas and equipment.
10. Count finished products to determine if product orders are complete.

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11. Dump materials such as prepared ingredients into machine hoppers or bins prior to mixing by machines or manually.
12. Package/case products, label and adhere Best By Dates (BBD) according to SOP.
13. Record information, such as the number of products produced, traceability, and dates and times of product production.
14. Participate actively in regular performance assessment evaluations and meet or exceed performance metrics.
15. General cleaning including production area, breakroom locker area, and bathrooms.
16. Other duties as required.

Essential Requirements, Knowledge, and Skills

1. Ability to demonstrate attention to details and follow directions.
2. Ability to sit, stand, walk, squat, kneel, and lift for long periods of time throughout the day.
3. Ability to tolerate repetitive motions of hands, wrists, and arms.
4. Work with strong spices, orders, and allergen food products
5. Lift up to 50 lbs and frequently move objects to/from production tables, racking systems, and pallets.
6. Able to write in English, read recipes, customer orders, instructions, SOP's and understand verbal directions.
7. Ability to do physical labor and other physical tasks within established standards of speed and quality.
8. Workers must be punctual and reliable.

Minimum Education Requirement

None

Environment

This position is in a manufacturing and production environment with concrete and hardwood flooring, general noise from machinery, and office lighting.

Acknowledgement

Other than the completion of marginal functions, all of the above duties and responsibilities are essential service position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position announcement is not all inclusive.

Women's Bean Project does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources.

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