

**GOODWILL INDUSTRIES – KNOXVILLE, INC.
JOB DESCRIPTION**

Industrial Services Division (ISD) Production Assistant– JOB # NI511

DEPARTMENT: Industrial Services Division (ISD)

EMPLOYMENT STATUS: Full-Time/Part-Time/Non-Exempt/Hourly

REGULAR WORK SCHEDULE: 8:00 a.m. - 4:30 p.m. Monday – Friday (between the hours of)

GENERAL OVERALL PURPOSE/OBJECTIVE OF POSITION: Responsible for working as part of the Industrial Services Division to assemble products according to contract specifications.

SUPERVISION RECEIVED: Moderate: Keeps ISD Coordinator & Commercial Services Coordinator informed of ISD/contract projects problems/progress.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for following directives regarding contract specifications to ensure products are assembled correctly.
 - a. May utilize jigs or models to ensure work is being completed as requested by the contractor
 - b. May work as part of a small team or group to complete specific components of a larger product.
 - c. Performs jobs and tasks as assigned in order to ensure a complete and timely product is being delivered to the contractor.

2. Responsible for working as a member of the team in the ISD Department at the assigned location.
 - a. Attends ISD staff meetings as requested to review program operations, new policies, procedures and paperwork, Participant issues, facility issues, and other location/program concerns.
 - b. Works with the ISD Coordinator and/or Commercial Services Coordinator to create solutions for identified problems and to implement solutions within the facility.
 - c. Acts as a good role model to all staff and Participants by following organizational policies and procedures.

ANNUAL PERFORMANCE STANDARDS:

| POINTS RANGE | STANDARD |
|---------------------|--|
| 50 | Ability to produce quality work within established work schedules and shipment deadlines. Maintains equipment as per specifications. Reports any problems to supervisor. |
| 25 | Housekeeping/Safety--Maintaining a clean a safe environment for staff, customers and Participants, minimizing accidents by ensuring a hazardous-free environment, maintaining a clean and pleasant working environment for everyone at the facility. Maintain cleanliness of facility. Reduce number of accidents and take action to reduce accidents. |
| 15 | Promoting Teamwork/Leadership--Supports supervisor and enacts Goodwill policies with all staff. Provides leadership throughout the entire Organization. Fosters goodwill and motivation with all staff, extended employees and Participants. Maintains a positive demeanor at all times. Open to new ideas or changes. |
| 10 | Initiative--Takes initiative to complete tasks without being asked. Willingness to make decisions and to take responsibility. Always taking steps to improve the Organization's reputation. Willingness to work whenever needed. Takes initiative to promote safety/security consciousness. |

REQUIRED TECHNICAL SKILLS/ABILITIES: Prior industrial/manufacturing experience, and experience operating commercial equipment and forklifts is preferred or may be trained as needed. Prior experience working with people with disabilities and/or other disadvantages is preferred.

REQUIRED LICENSES, CERTIFICATES, REGISTRATIONS: None

MINIMUM EXPERIENCE REQUIREMENT: None

MINIMUM EDUCATION REQUIREMENTS: None

ACCESS TO CONFIDENTIAL INFORMATION: None

HANDLE ORGANIZATIONAL FUNDS: None

LANGUAGE SKILLS REQUIRED: Level 2

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, Participants, and other employees.

MATHEMATICAL SKILLS REQUIRED: Level 2

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.

REASONING ABILITY REQUIRED: Level 2

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: This is a **SEDENTARY** position (exerts up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involving sitting most of the time, but may involve walking or standing for brief periods of time

AMOUNT OF TIME IN JOB

| | None | Occasionally | Frequently | Constantly |
|--|-------|--------------|------------|------------|
| Standing | _____ | <u> X </u> | _____ | _____ |
| Walking | _____ | <u> X </u> | _____ | _____ |
| Sitting | _____ | <u> X </u> | _____ | _____ |
| Using hands to feel or handle | _____ | <u> X </u> | _____ | _____ |
| Reaching with hands and arms | _____ | <u> X </u> | _____ | _____ |
| Climbing or balancing | _____ | <u> X </u> | _____ | _____ |
| Stooping, kneeling, crouching, or crawling | _____ | <u> X </u> | _____ | _____ |
| Twisting, bending, and turning | _____ | <u> X </u> | _____ | _____ |

VISUAL REQUIREMENTS:

Must have good close vision, have the ability to adjust focus, and no depth perception or color vision problems.

ENVIRONMENTAL CONDITIONS:

Work around moving mechanical parts, risk of electrical shock, vibration.

NOISE LEVEL IN WORK ENVIRONMENT:

Moderate

DISCLAIMER:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the staff member but rather to provide a solid foundation for all staff members to become familiar with their assigned position and department. Refusal to perform assigned duties will be considered insubordination and is cause for immediate dismissal.

Revised 3/22; Reviewed 10/2021; Reviewed 11/2020; Reviewed 10/19; Reviewed 11/18; Revised 11/17; Reviewed 12/16; Revised 03/16; Revised 11/15; Reviewed 12/14; Reviewed 12/13; Revised 9/13; Reviewed 12/12; Reviewed 11/11; Revised 11/10; Revised 11/09; Initial: 2/09