



JOB DESCRIPTION MANUAL

Document ID SPIJDM0101	Title PRODUCTION ASSOCIATE	Print Date 11/25/2016	Revision 1.0
Effective Date 11/28/2016	Prepared by Mark Bateman / Operations Manager	Date Prepared 11/23/2016	
	Approved by Frank Massimino / Plant Manager	Date Approved 11/25/2016	

SUMMARY

The production associate is responsible for performing repetitive unloading, part handling, reworking, inspection, light assembly and packing of automotive and non automotive plastic molded parts within a designated injection molding cell. Production associates are responsible to maintain a safe and clean work cell environment as well as uphold the companies work place policy and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Follows company health and safety, 5S and ISO policies and procedures
- Uses specified personal protective equipment
- Performs job in compliance with assigned work instructions
- Follows and understands cell lean manufacturing principles and visuals
- Compares questionable parts to the first off part, visual aids, and limit samples
- Inspects own work, identifies common defects such as: short shots, splay, flash, etc.
- Removes non conforming product from the production stream and places these items in a reject bin or regrinder.
- Uses correct packaging and quantity of parts per work instruction.
- Correctly starts and completes the product inspection, traceability and production forms
- Makes/utilizes correct bar code labels and attaches these to the proper containers
- Is responsible for keeping a clean and organized work area
- Understands and follows quality/safety alerts as posted
- Works with little or no supervision
- Works at different work stations as production needs require.
- Places all first off and fixture parts from previous shift into correct lot number container.
- Relieves other production employees for breaks and lunches
- Responsible for maintaining ISO compliance for assigned job function
- Performs work at the assigned production rate
- Communicates effectively with shift supervisor and quality technician in elevating safety, quality or production concerns.

ORGANIZATIONAL RELATIONSHIPS

The production associate reports directly to the plant shift supervisor. Production associates will also take direction and interact with quality technicians, material handlers, maintenance personnell and the plant manager.

QUALIFICATIONS

Completion of grade 12 or equivalent work experience
 Ability to read, write and communicate in english or french
 Basic mathematical and data analysis skills
 Able to work repetitively throughout the day without fatigue

PROCEDURES

PROCEDURE ID AND NAME	POLICIES AND PROCEDURES MANUAL



JOB POSTING FORM

Division/Department:	Stratus Plastics International - Production Department		
Location:	Tecumseh, Ontario, Canada		
Job Title:	Production Associate		
Reports to:	Shift Supervisor	Job Title:	Plant Supervisor

Type of position:	Student	Contract	Casual	Full Time	Salary	Hours per Week:	40
				X			

Wage Range:		Benefits:	Co-pay after 90 days employment
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General Description

The production associate is responsible for performing repetitive unloading, part handling, reworking, inspection, light assembly and packing of automotive and non automotive plastic molded parts within a designated injection molding cell. Production associates are responsible to maintain a safe and clean work cell environment as well as uphold the companies work place policy and procedures.

Work Experience and Education Requirements

Completion of grade 12 or equivalent work experience
 Ability to read, write and communicate in english or french
 Basic mathematical and data analysis skills
 Able to work repetitively throughout the day without fatigue

Reporting and Organizational Relationships

The production associate reports directly to the plant shift supervisor. Production associates will also take direction and interact with quality technicians, material handlers, maintenance personnell and the plant manager.

Reviewed by:		Title:	
Approved by:		Title:	
Date Posted:		Duration:	

ISO REVISION LOG					
Date	Revision	Date	Revision	Date	Revision
11/23/2016	Implement REV 1.0				

Posting
Managers
Signature