



Example of Entry-Level Production Job Description

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Our company is searching for experienced candidates for the position of entry-level production. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for entry-level production

- Provide data processing knowledge and assist in demonstrating new product offering or solution
- Changes to existing clients based on troubleshooting and/or assessing their data needs
- Recommend product and service changes based on client feedback and needs
- Test batch products for purposes of troubleshooting production solutions
- Responsible for batch production maintenance including occasional afterhours support
- Employees will be required to change shifts and work off days if necessary
- Working in a food production environment as machine operator, packer, loader or general clean up
- Ensure all paperwork is completed accurately
- Monitoring quality of product
- Responsible for food safety and food quality

Qualifications for entry-level production

- Successful completion of a pre-employment drug screen, background check and physical
- Able to work overtime, holidays, night and rotating shifts
- Able to lift 2-20 pounds regularly, climb steps and ladders, work from height,

- Applicants must have a stable work history, good attendance record, positive attitude and a desire to produce quality work as part of a team
- Applicants must have a high school degree (or G.E.D.), and two years of work experience with at least one year with the same employer
- Must be able to read a scale and tape measure