



Example of Production Team Job Description

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Our company is growing rapidly and is hiring for a production team. 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 production team

- Identification and labeling of full boxes of product
- Inspects product for color uniformity and various molding defects per Standard Work Instruction
- Record number of pallets of each product moved during the shift
- Ability to transport, if necessary, a box of product weighing up to 27 lbs for a short distance
- Implementing jobs – the cell leader shall confirm that all staged materials are ready and waiting at each job station
- At shift change the cell leader should communicate on FM-138 as to what is done or in process
- If any problems or discrepancies should arise throughout the course of a job, this information should be relayed to the shift supervisor
- The cell leader will be the backup for the completion of the paperwork
- Cleanroom rules – Train new employees on rules and regulations in the cleanroom
- Quality file – show all new employees how to access the SOP/STM/SWP/CWP in the quality file

Qualifications for production team

- Ensure that in line personnel are aware of training sign offs
- Ability to interact with Machine Operators and Quality Control Inspectors

- Experience in operating a forklift preferred
- Ability to work at a fast pace and in high pressure situations