



# Example of Production Trainee Job Description

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Our company is growing rapidly and is hiring for a production trainee. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production trainee

- Operation of extrusion and support equipment including pumps, blowers, scales, mixers, feeders and extruders
- Weighing and mixing powered materials according to formulations
- Monitoring and documentation of processes equipment, parameters and or conditions
- Operation of forklift equipment and overhead hoists
- Maintaining housekeeping through sweeping, mopping, wiping and polishing
- Work a bi-weekly, rotating, 12-hour swing shift
- Rotate from days to midnights
- Plan, organize, and direct manpower to meet high quality production standards for customers
- Coaches, motivates, trains and effectively manages the performance of production staff
- Creates and presents information on various training topics, line statistics, and production data to managers, employees, and purchasers

## Qualifications for production trainee

- Years' experience in a manufacturing or construction environment or other working environment involving material handling and general labor required
- Minimum of five (5) years of experience in a power plant or a related industry
- Coordinates with engineering, maintenance, and others within the organization to effectively manage production
- Actively identifies and initiates process improvements to positively impact

- Twelve months of feature experience as a production assistant, secretary or staff assistant preferred