



Example of Production Trainee Job Description

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Our growing company is searching for experienced candidates for the position of production trainee. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for production trainee

- Supervising trials and testing in the plant
- Assisting the lead process engineer
- Training operators in the field of systems and standards
- Solving basic problems of quality using the PDCA cycle
- Sets up area for production run and ensures needed materials are available according to schedule
- Participates in start-ups, operation, changeovers and shutdowns
- Monitors secondary ingredients and maintains proper supply levels
- Weighs' and measures product to ensure it meets specifications
- Monitors product flow and removes substandard product from the production line
- Completes reports accurately and legibly

Qualifications for production trainee

- Must be able to manage heavy phones and roll calls
- Minimum high school graduate, GED and equivalent work experience
- Gives breaks to coworkers as needed
- Performs daily and week ending clean-up duties as required
- Starts/stops or makes adjustments to equipment and machines as required
- Practices good personal hygiene and maintains a clean work