



Example of Trainee / Operations Job Description

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Our company is hiring for a trainee / operations. 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 trainee / operations

- Keeping an up-to-date file or log of all paid non material bills to be used for quick reference if needed
- Responsible for the cash drawer being closed out and balanced on a daily basis
- Responsible for the general appearance of the office, store, and bathroom areas being kept neat and clean
- Responsible for overseeing the general repairs and maintenance of the office, store, and bathroom areas including the HVAC, plumbing, and electrical
- Discover a variety of the leadership concepts, practices, and procedures that will allow you to rely on experience and judgment to plan and accomplish your goals
- Ensure the flow of materials, parts and resources necessary for production
- Perform a variety of complicated tasks, including management of employees
- Plan methods to improve efficiency in production and be assigned production improvement tasks
- Participate in the Factory operational review process
- Empower operators and mechanics to be autonomous while still being accountable for results through TPM methodology

Qualifications for trainee / operations

- Must be able to commute to Anaheim venue as needed

- The ability to perform physical tasks on a regular basis, including manipulating heavy objects, climbing step ladders, pushing, pulling and regularly lifting of up to 50 pounds
- The ability to maintain accurate records
- The ability to learn sanitation methods to meet the criteria needed to maintain the health status and ensure the well being of mice
- The ability to work in a fast paced environment while maintaining positive team player behavior