



## JOB DESCRIPTION

**Title: Production Worker**

**Date Last Modified: April 2010**

### Position Objective:

<b>Department:</b>	Manufacturing	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Manufacturing Manager	<b>Grade:</b>	B
<b>Status:</b>	Regular, Full or Part Time	<b>EEO Group:</b>	X

Safely and efficiently operate a variety of processing and packaging equipment involved in the preparation of BioWorks products, including such activities as weighing, combining and mixing materials, monitoring and manipulating materials at various stages of processing; filling various sized containers; and preparing product for shipping, and along with developing, supporting and accomplishing of the departmental/company operating activities, along with primary and secondary goals of the company.

### Essential Functions and Responsibilities: (in order of priority)

#### Production Functions:

- Working safely and following all safety rules.
- Assist with the production of core products, including but not limited to T-22 and G-41 products.
- Production responsibilities includes:
  - Inoculation room preparation, cleaning and sterilization
  - Inoculation of matrix
  - Wet shake of inoculated matrix
  - Product transfer to drying
  - Dry shake of inoculated matrix
  - De-agglomeration of dried matrix

#### Post-Processing Functions:

- Working safely and following all safety rules.
- Following all formulating, weighing, packaging and shipping procedures as specified
- Assist with the packaging of core products, including but not limited to:
  - RootShield Granules
  - RootShield WP
  - Rootmate
  - PlantShield HC

#### Other Responsibilities:

- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.
- Manually handling (lifting and/or stacking) bags and boxes.
- Maintaining clean work areas including sweeping and mopping various areas
- Operating various pieces of warehouse material handling equipment.
- Completing all paperwork neatly and correctly.
- Taking proper care of equipment used while performing job.
- Cooperating with supervision and fellow employees.
- Performing other duties as required by supervisor.
- Provide primary backup of blending of work orders.

### Essential Qualifications: Education, Experience, Skills: (in order of importance)

- Education – High school or GED.
- Experience – 0 up to and including 1 year in comparable position of responsibility.
- Complexity of Work & Decision Making – Routine duties, established procedures. Make minor decisions and some judgment required.

- Accountability – Objectives defined, most of how job is done is defined. Finished work not regularly reviewed.
- Consequence of Errors – Detected in succeeding operations. Work verified. Some trouble to correct.
- Customer Interactions – Contacts with departments and/or external involving simple requests. Requires ordinary tact and courtesy.
- Supervision Provided – No supervision or development over any employees.
- Environment & Use of Equipment Machinery – Constant and/or multiple exposure to undesirable conditions.
- Dependable, Productive, High Quality, Proper Attitude.
- Team player.
- Ability to learn.
- Ability to follow directions.
- Ability to work independently
- Good verbal and written communication skills.

**Essential Values:** (for all employees; all of equal importance)

- Integrity/Open & Honest
- Accountability/Responsibility
- Courage
- Communication
- Generosity

**Physical Demands:**

- Ability to lift 50 pounds, 10 lbs. repetitively.
- Ability to safely drive forklift & warehouse equipment.
- Stamina/endurance to perform physical functions of job throughout the day.
- May require flexibility in scheduling to satisfy customers.

**Working Environment:**

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.
- The employee is regularly exposed to dusty conditions.
- The employee is regularly exposed to varying temperature levels.
- The employee is regularly exposed to high noise environments.
- The employee must be able to pass the requirements for use of required respiratory devices.

**PHYSICAL ACTIVITY CHART – Production Worker**

<b>ACTIVITY</b>	<b>OCCASIONALLY REQUIRED</b>	<b>FREQUENTLY REQUIRED</b>	<b>JOB RESPONSIBILITIES that require physical demands checked</b>
Standing		X	Manufacturing floor & shipping/receiving areas
Walking		X	Manufacturing floor & shipping/receiving areas
Sitting		X	Office Work
Lifting		X	Manufacturing floor & shipping/receiving areas
Carrying		X	Manufacturing floor & shipping/receiving areas
Pushing		X	Manufacturing floor & shipping/receiving areas
Pulling		X	Manufacturing floor & shipping/receiving areas
Climbing		X	Manufacturing floor & shipping/receiving areas
Balancing		X	Manufacturing floor & shipping/receiving areas
Stooping	X		Manufacturing floor & shipping/receiving areas
Kneeling	X		Manufacturing floor & shipping/receiving areas
Crouching	X		Manufacturing floor & shipping/receiving areas
Crawling			
Reaching		X	Manufacturing floor & shipping/receiving areas
Handling		X	Manufacturing floor & shipping/receiving areas
Speaking		X	Communications with employees, vendors & customers
Hearing		X	Communications with employees, vendors & customers
Seeing		X	Computer work; purchasing, inventory, shipping paperwork
Repetitive Motion		X	Support for manufacturing operations; computer keying
Forklift operation		X	