



DAY LABORER/HELPER

DEPARTMENT:	General Plant	REPORTS TO:	Ceramics Production Supervisor
DIVISION:	Sanborn	FLSA STATUS:	Nonexempt
JOB CODE:	8007	EFFECTIVE DATE:	10/14/2024

JOB SUMMARY

Perform a variety of tasks including cutting, boxing of products, loading and unloading of capsules, and transporting raw materials and finished goods throughout the facility. Handle general housekeeping and cleaning duties, as needed.

QUALIFICATIONS

Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC).

Prior experience in a manufacturing environment, a plus.

Knowledge/Skills/Abilities

Technical Skills. Ability to read, comprehend, and follow work instructions. Strong mechanical aptitude. Ability to use a variety of hand and machine tools, such as a razor knife, staple gun, pneumatic drill, chipping hammer, hand saw, etc. Ability to read a tape measure. Ability to handle material manually with hoist, slings, fork trucks, etc. Ability to obtain and maintain forklift certification.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Computer/Applications Skills. Basic computer skills and ability to use a variety of software applications systems and scanning technology to clock in and out of jobs, record labor hours, and track material usage.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Ability to complete required paperwork and documentation.

Professional Investment. Demonstrated commitment to own personal professional development and learning. Willingness and ability to become cross-trained and perform additional operational functions.



ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Safely and efficiently perform various tasks as assigned by plant leadership, including but not limited to cutting, boxing products, and loading/unloading of capsules.
2. Correctly label raw and finished goods materials to ensure accurate inventory management.
3. Safely and efficiently use hoist, slings, and forklifts to transport raw materials and finished goods throughout the facility.
4. Accurately and promptly complete all required and related documentation, including inspection and inventory forms.
5. Perform general manual labor tasks that require the use of hand and machine operated tools.
6. Continuously maintain a clean, safe, and organized work environment; perform general clean-up duties, as needed.
7. Promptly report all maintenance or safety needs to plant leadership.
8. Assist plant personnel with additional tasks and functions, as directed.
9. Train other operators, as needed.
10. Actively and positively support all ISO systems and personnel. Ensure all ISO documents and procedures are followed and participate appropriately in the event of an audit.
11. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
12. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
13. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the functions of this position, the Team Member is continuously required to talk, hear, and see, regularly required to stand, walk, bend and reach, use hands and fingers to grasp, handle and feel. Frequently lift and/or move materials weighing up to 40 pounds, and occasionally lift, maneuver, or handle materials weighing up to 65 pounds. Communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, basic calculator, and telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, required.

Team Member's Signature

Date

Manager's Signature

Date