

Job Description

Job Title: General Production

Department: All production departments

Reports To: 2nd shift Supervisor

Summary: Performs a variety of operations utilizing cutting equipment to cut, shape, or form parts to specifications. Using a variety of methods and equipment, prepares parts, assembles/fabricates parts. Hard coating, priming and painting of parts. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment, and Excellence.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

- Removes parts from conveyor, inspects for quality and packs parts into container
- Packages foam parts into container
- Sorts foam bundles
- Assists in setting wires to cut foam

Tools and Equipment used:

- Router
- Utility Knife
- Hand Saw
- Pneumatic clamp
- Hot wire cutting equipment
- Plural Component Sprayer
- Tape Measure
- Wrapper (machine that wraps foam bundles)
- Operate Fork Lift

Job Specific Competencies:

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight, measurement, volume, distance. Ability to read a tape measure to 1/16 inch.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic computer hardware and software.

Other Qualifications

Eighteen (18) years of age or older.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud. If required, hearing protection is supplied.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

Benchmark Foam has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at Benchmark Foam as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____ Date: _____

Date Originated: May 2009
Date Revised: Nov 2011
Date Revised: May 2020