

**Job Title**

Production Assistant

**Reports To**

Production Manager

**Job Overview**

Production Assistants are responsible for manufacturing Tailwind Nutrition products. Duties include working on the production line, mixing and loading ingredients into an industrial mixer, and packaging finished products. They also monitor the machinery during the mixing and packaging process to make sure our product quality standards are being met. The successful Production Assistant will be committed to supporting Tailwind's reputation for excellent nutrition products. The production team works a 4-10 schedule. M-T 6:00-4:30. This position starts at \$15 per hour.

**Responsibilities and duties include, but are not limited to:**

- Follow all Good Manufacturing Practices (GMP's) as communicated by your supervisor, including appropriate hygiene protocol.
- Safely operate all machinery including manufacturing equipment, forklifts, pallet jacks, walkie stackers, and ladders.
- Fill packaging repeatedly to specified weights in an efficient manner.
- Monitor equipment including bag dump station, bulk unloader, mixer, conveyors, bag fillers, and heat sealers during production process, and make adjustments when necessary.
- Weigh, sift, and verify raw ingredients using company recipes and industry standards.
- Notify manager when equipment malfunctions and product or packaging is compromised.
- Comprehend written and verbal instructions and recipes from the company when putting together ingredients and starting a new batch of product.
- Verify that each finished item meets the quality standards of the company by observing the color, consistency, odor, and packaging of each product.
- Sanitize all machinery at the end of each shift and clean the workspace at the worker station by following company cleanliness standards.

**Qualifications**

Required:

- Completion of a high school diploma or GED program.
- Ability to follow all appropriate safety standards in food production.
- Knowledge of basic math and reading comprehension skills.
- High level attention to detail.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.



- Must have excellent verbal and written communication skills.
- Ability to interact with colleagues and supervisors face to face.

Preferred:

- 6 months experience working in a food production facility.

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time.
- Employees are also required to sit, walk, talk, hear, and use hands, fingers, and feet to operate equipment.
- Ability to lift up to 70 pounds.

### **Work Environment**

- The typical work environment is dusty.
- Employees are exposed to combustible dust, but appropriate measures are taken to minimize and eliminate risks associated with it.
- The noise level in the production facility is usually moderate to loud.
- Personal Protective Equipment (PPE) including hair nets, beard nets, aprons, gloves, ear plugs, and dust masks are required and provided.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*