

POSITION DESCRIPTION

Production Assistant

Reports To: Production Supervisor

Position Status: Non-Exempt

Supervises: No One

Effective Date: 7/01/2019

GENERAL SUMMARY

The production Assistant is responsible for the building and assembly of pre-designed medical kits to be used in the treatment of NKC dialysis patients. Requires attention to details and adherence to procedures for the assembly of medical packs and for safe operation of mechanized equipment.

DUTIES and RESPONSIBILITIES

1. Be a proactive and collaborative team member providing high quality service to all NKC staff and customers.
2. Operates lift-truck, automated bagger and conveyor line within established guidelines for effective and safe movement of supplies in around the warehouse space.
3. Complies to inventory production build schedules to assure proper PARS of supplies are produced.
4. Prepares production line with the loading of required supplies for daily production.
5. Builds/assembles medical packs to prescribed formulary and amounts.
6. Implement quality control by monitoring and inspecting materials being used in assembly as well as the finished product.
7. Restocks supplies and coordinates in the change over of production line
8. Participates in physical inventories.
9. Assists in identifying inventory control and stocking problems.
10. Maintains clean work environment at direction of Supply Chain leadership.
11. Performs other duties as assigned.

PLANNING

The position is responsible for arranging assigned medical pack build activities to meet work flow, setting priorities for work sequences, and planning how to complete assignments on time. These plans are based on established procedures and practices.

EXTERNAL CONTACTS

This position has contacts with Supply Chain staff, shipping/delivery companies, and other NKC employees.

DECISIONS

The position is responsible to the Production Supervisor for materiel handling decision-making required to perform duties and responsibilities. These decisions are based on established procedures and practices and involve inventory control and/or other duties. Typical decisions include: checking and rotating inventories; deciding how to manage daily production schedules while complying to production standards and making sure safety procedures are observed.

JOB CONDITIONS and PHYSICAL EFFORT

1. Ability to be flexible, use critical thinking and participate in collaborative efforts in a constantly changing work environment.
2. Must be able to communicate effectively on the phone, in writing, and in person.
3. Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
4. The Production Assistant is exposed to automated machinery, noise and various odors associated with plastic.
5. The Production Assistant will spend 8 hours a day working on their feet performing repetitive activities with their hands.
6. Physical activities require the ability to climb stairs, stoop, kneel, crouch, reach; stand, walk; push, pull, lift; use fingers to manipulate items, grasp; talk, hear; repetitive motions of the wrists, hands, fingers.
7. The physical requirements include the ability to lift/move objects weighing up to 70 pounds.
8. Visual acuity is required to read and inspect work.

CUSTOMER SERVICE STANDARDS

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.

4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

EDUCATION and EXPERIENCE

The Production Assistant should have the equivalent of a high school diploma or equivalent training in materiel handling related subjects. Also required is Washington State driver's license, safe driving record; materiel handler physical abilities, and training as forklift operator in a warehouse environment.

The Production Assistant must have the ability to organize workload and work on site or in the field with a minimum of supervision. Must also have good communication skills (must be able to read and speak English proficiently).

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW and APPROVAL



Vice President of Finance

7/01/2019

Date



Vice President of Human Resources

7/01/2019

Date