



Packaging ■ Fulfillment ■ Assembly

ASSEMBLY EMPLOYEE (PARTITIONS, SETUPS AND FULFILLMENT)

REPORTS TO: Assembly Manager

POSITION SUMMARY:

Produce quality products at the request of the Assembly Manager and Team Leaders in a time effective manner.

RESPONSIBILITIES:

- **Employees are to report to their work stations ready to work ON TIME every day.**
 - Be aware of daily break times and do not be late to your work stations – NO EXCEPTIONS.
- **Maintain expectations**
 - Be aware of job rates and maintain them daily.
 - Make sure all job components are counted accurately and unitized correctly to keep assembly area neat and organized.
- **Daily Housekeeping**
 - Work area must be clean upon the completion of each work day. No pop cans, food wrappers, scrap sheets, etc. on the floor or work surfaces after working hours.
 - Assembly floors are to be swept before heading home.
- **Paperwork**
 - Factory orders and time sheets must be filled out at the start and end of each job and turned in after completion on a daily basis – NO EXCEPTIONS.
 - If there are multiple jobs going on at one time, all employees are responsible for signing themselves in and out of the job that they are assigned to.
- **Teamwork**
 - Maintain a good working environment by communicating with fellow employees, and assisting those in need.
 - Be kind and respectful at all times – disrespecting a fellow employee of KPC WILL NOT BE TOLERATED.

JOB QUALIFICATIONS:

- Relevant industry experience
- High School Diploma or GED