

Position Profile:

The purpose of the Production Technician is to work on a manufacturing line to produce the scheduled items on a day-to-day basis. Production techs work across various areas of the production line; prep, wicking, pouring, packing, web packing, and assembly.

Work Responsibilities:

- Responsible for timely completion of all scheduled production activities. Must follow production priorities as related by the supervisor and strive to meet given deadlines.
- Contributes to production line operation by maintaining processes, solving production process problems; making equipment adjustments; reporting production efficiency bottlenecks to the supervisor.
- Follows all safety guidelines and polices. Makes supervisor immediately aware of any safety issue on the production floor. Keeps work area clean and organized.
- Continuously monitors quality during the production process and strives to produce at the highest quality standards. Makes decisions on product to pull for quality review. Communicates with the supervisor on recurring quality issues.
- Uses equipment according to recommendations, reports equipment failure and repair needs to supervisor.
- Participates in training programs.
- Is responsible for following absence and tardiness guidelines and maintaining consistency in work attendance.

General Responsibilities:

- Supports CURIO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURIO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend or after-hours work, as approved by your manager.

Performs other work as assigned.

Minimum Qualifications

- High School Diploma or equivalent

Core Competencies:

- Practice strong individual leadership
- Ability to communicate and interact effectively with managers and co-workers
- Ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations to work assignments
- Exhibits a high tolerance for stress
- Ability to pay great attention to detail and follow quality standards
- Ability to work in a team environment
- Ability to stand for hours at a time, bending, twisting, turning on a constant basis
- Ability to maintain a strong attendance history

Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.

Travel Requirement: Less than 5%

Working Environment and Physical Demands:

- Manufacturing and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

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