

Production Assistant

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Reports to: Director of Operations

Effective: 6/01/2021

FLSA Non-Exempt Employee

Salary Range:

Summary.

To provide service to internal VOM departments through the assembly, coding, and prepackaging of resources. The Production Assistant will direct volunteers and OPS staff in the handling and preparation of VOM resources

Subordinate Titles and Scope of Supervisory Responsibility.

No supervisory responsibilities. Must be able to give instructions to volunteers.

Essential Functions

1. To coordinate with all VOM departments in the planning and preparation of resources needed to complete VOM projects.
2. To know and understand all projects that need to be completed by Operation staff and volunteers.
3. To lead staff and volunteers in hand assembly processes at the VOM Operations center.
4. To lead volunteers to specific work groups throughout Operations and other VOM branches as needed
5. Provide assistance in hand assembly processes at the VOM Operations Center.
6. Maintain clean, orderly and enjoyable work areas.

Skills and Experience

1. High school diploma or general education degree (GED).
2. Six months related experience and/or training in coordinating and working with the public. Also, basic computer knowledge and skills essential.
3. Windows based computer system, Copy machines, heat sealing machines, binding machines, laminator, shrink wrapping machines, folding machines, pallet jacks, push carts, weigh and counting machines, and anything additional that may arise necessary to complete a task assigned.
4. Must be able to apply a logical systematic approach to completion of tasks. Must have good organization and analytical skills.

Working Conditions

1. While performing the duties of the job, the employee is frequently required to stand; walk; use hands; arms; voice; eyes; and ears; on a continual basis. The employee must regularly lift 50 lb and move up to 500 lbs and occasionally move up to 2,000 lbs with proper equipment.
2. The primary workplace is a climate controlled workroom within the Operations Center. Some exposure to a typical warehouse environment should be expected. Occasionally the job requires the running of errands, driving mission vans or cars. Most work areas have heating and air conditioning. The noise level is usually moderate, but occasionally high.

Special Requirements.

Valid Oklahoma driver's license. Must pass VOM forklift safety training every three years