



## **JOB DESCRIPTION**

### **CREW SUPERVISOR**

**Reports To:** Weaver ProPak Operations Manager

#### **Job Summary:**

The crew supervisor will be responsible for keeping production employees safe and productive by following and shaping company process/policy.

#### **Principal Responsibilities:**

- Recording daily payroll in our computer-based Vertex system
- Recording daily information regarding clients with our computer-based tracking forms
- Training all production employees (clients and traditional). The training can be very involved, depending on the job tasks and the employee
- All work is to be performed according to customer specifications
- Performing quality checks and documenting them appropriately
- Opening of new jobs, inspecting incoming materials, keeping inventory, organizing warehoused materials and keeping production flowing with little downtime
- Working closely with persons served
- Working independently, with little supervision
- Following all OSHA/Weaver safety standards
- Recording client incidents appropriately
- Performing other related duties, as assigned

#### **Qualifications:**

- High School Diploma or equivalent is required
- Experience in packaging and assembly process is preferred
- Good verbal & written communication skills are required
- Regular attendance is required
- Reliable transportation and clean driving record is required
- Must be able to pass a background check and drug screen
- Ability to acquire forklift certification, through our company program, is required

#### **Physical Demands:**

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to sit or stand for long periods of time and walk distances, as well as stoop, bend, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee may work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material and aggressive behavior.

Weaver Industries offers a competitive salary and comprehensive benefits package.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.

Weaver Industries, Inc. is a 501(c)3 non-profit organization that provides vocational training and employment opportunities to individuals with disabilities through the operation of several distinct business divisions, including Weaver EarthCare, Weaver ProPak, Weaver SecurShred and Weaver TruClean.  
**Weaver Industries, Inc. is an Equal Opportunity Employer.**