



## **JOB DESCRIPTION**

### **CREW SUPERVISOR – CUSTER PRODUCTS**

**Reports To:** Operations Manager

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

**Schedule:** Monday through Friday. This is a full-time position. Hours 8: a.m. – 5:00 p.m. (Some evenings or weekends may be required.)

#### **Principal Responsibilities:**

- Work closely with persons served
- Record payroll on our computer-based payroll system daily
- Record information for persons served with our computer-based tracking forms daily
- Train all production employees (this can be very involved, depending the job tasks and the employee)
- Record client incidents appropriately
- Production work includes: assembling with and without hand tools, packing finished product into master cartons, bagging, heat sealing, kitting, counting, labeling, etc.
- All work is to be performed according to customer specifications
- Perform quality checks and document them appropriately
- Open new jobs, inspect incoming materials, keep inventory, organize warehoused materials and keep production flowing with little downtime
- Move materials with a pallet jack and forklift
- Work independently, with little supervision
- Follow all OSHA/Weaver safety standards
- Perform 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:

- The employee must occasionally lift and move up to 50 pounds.
- 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 use hands and fingers to handle, reach or feel and manipulate objects or controls. 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.**