

Cantalician Center Community Services – Job Descriptions

LABORER

SUMMARY OF DUTIES

Light assembly work. Completes light assembly as assigned by Production Supervisor or Assistant Production Supervisor.

REPORTING RELATIONSHIP

Reports to the Production Supervisor or Assistant Production Supervisor

ESSENTIAL DUTIES & RESPONSIBILITIES

- Light assembly including assembly of boxes
- Operation of conveyor belt and sealing machine.
- Packaging
- Ensures quality and precision of work produced to ensure conformance with job specifications.
- Adapts work methods to meet assembly needs
- Assists in the set up of specific job tasks and work areas.
- Maintains a safe, clean and organized work area to facilitate manufacturing functions.
- Report problems with quality, processes, equipment and materials to Production Supervisor.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; restocking as needed.
- Consistently complies with all Agency policies and procedures.
- Constantly maintains high performance standards.
- Performs other duties as assigned.

SKILLS & ABILITIES

- Transportation is required for all opportunities
- Reliable transportation
- Ability to stand entire shift

EDUCATION & TRAINING

Minimum: High school graduate or equivalency diploma. Preferred plus – 1 year experience in production or manufacturing and/or work with the developmentally disabled population.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand				X
Walk				X
Sit	X			
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull			X	
Stoop, kneel, crouch or crawl			X	
Reach with hands and arms			X	
Stair climbing			X	

This job requires that weight be lifted or force be exerted.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.		X		
Up to 25 lbs.			X	
Up to 50 lbs.				X

This job has special vision requirements. Check all that apply

- ☐ Close Vision (clear vision at 20 inches or less)
- ☐ Distant Vision (clear vision at 20 inches or more)
- ☐ Color Vision (ability to identify and distinguish colors))
- ☐ Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- ☐ Depth Perception (three dimensional vision; ability to judge distances and spatial relationship
- ☐ Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- ☐ No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task.

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Work near moving mechanical				X
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	

The typical noise level for the work environment is:
Check all that apply.

- ☐ Very Quiet
- ☒ Quiet
- ☒ Moderate Noise
- ☒ Loud Noise
- ☒ Very Loud Noise

Hearing:

- ☐ Ability to hear alarms on equipment
- ☐ Ability to hear students/individual calls
- ☐ Ability to hear instructions from department Staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands 0 1-2 3-4 5-6 7 +

A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both				X	

Grasping: Firm/heavy

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both		X			