

**Position Title:** Production Assistant

**Position Summary:** The Production Assistant provides job support to ProWorks' instructors; this person is directly responsible to ProWorks' Job Developer.

**Beginning Wage:** \$6.75 per hour

**Responsibilities and Essential Functions:**

- 1) Regular attendance is required; must have the ability to adjust work schedule based upon changing program needs. Attends staff meetings and inservices as requested.
- 2) Completes all or parts of a work contract that consumers are not able to do satisfactorily or time does not allow.
- 3) Provides a positive role model for persons served by ProWorks.
- 4) Assist Instructors with work area preparations; supply workers with materials; provide quality checks of finished product and correct work errors as needed; remove finished product from work area and package in master shippers; stack finished product on pallet and wrap; maintain accurate time card information.
- 5) Maintain program/work areas and materials; this may involve cleaning bathrooms, vacuuming carpets, dusting, sweeping and mopping floors, cleaning windows and mirrors, sweep sidewalks and clear of snow and ice, launder, dry, fold and put away wash cloths, dish cloths, bibs, etc.
- 6) Maintains a working knowledge of and practices adherence to all written and unwritten ProWorks policies and procedures.

**Qualifications:**

- 1) High School Diploma
- 2) Must speak, read and write "fluent" English
- 3) MN Class C driver's license and an "acceptable" Motor Vehicle Record (MVR)
- 4) American Red Cross Standard First Aid Certification
- 5) American Heart Association Basic Rescuer Certification