

IGL Staffing, LLC Job Description

Title: General Labor - Processor

FLSA Status: Non Exempt

Department: Construction

Reports To: President

Revision Date: 9/22/16

PURPOSE OF POSITION

Perform with multitude of physical tasks

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- *Receive, sort, clean, polish, process, assemble and package various materials*
- *Measure, gauge and inspect product to meet quality standards*
- *Fulfill daily work orders and associated documentation*
- *Maintain and organize inventory of materials in various stages of operation*
- *Miscellaneous delivery and pickup of materials and/or supplies*
- *Perform general construction, repairs and maintenance of equipment to ensure optimal operation and functionality*
- *Maintain clean and safe work environment*
- *Capable of working alone or with others*
- *Follow detailed directions/instructions*
- *Identify and initiate projects to increase productivity and efficiency*
- *Proactive interaction and communication with staff and management*

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: *High School diploma. Good driving record required. CDL Class D a plus. Ability to operate various equipment, power and hand tools.*

LANGUAGE ABILITY: *Ability to read and comprehend instructions, correspondence and memos. Effective communication skills, both oral and written, to support internal and external communications.*

MATHEMATICAL SKILLS: *Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.*

COGNITIVE DEMANDS: Problem solving/analysis, decision making, focus, perception, memory, judgment, patience, reasoning, and emotional stability.

COMPUTER SKILLS: To perform this job successfully, an individual should be proficient with Microsoft Office products (Word, Excel, and Outlook); ability to learn industry specific software.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to reach with hands and arms, handle and feel. The employee is occasionally required to stand, walk, stoop, kneel, climb or crawl. The employee may regularly lift and/or move 25 pounds and occasionally lift and/or move up to 150 pounds. Sound working knowledge of equipment mechanisms/functions and various hand tools. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

ENVIRONMENTAL ADAPTABILITY

This position conducts work primarily indoors, with occasion outdoor duties in all weather conditions using various equipment, vehicles, power and hand tools. Travel may be required on occasion, including overnight stays.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, IGL Staffing, LLC reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by IGL Staffing, LLC. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and IGL Staffing, LLC has a similar right.

Employee's Signature

Date

Supervisor

Date

IGL Staffing, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, IGL Staffing, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with IGL Staffing, LLC.