

**Job Title:** Production Operator

**Location:** Brooklyn, NY

**Department:** Production

**Reports to:** Production Supervisor

**FLSA Status:** Non-Exempt

**Salary:** \$17.50/hour (1<sup>st</sup> and 2<sup>nd</sup> shift)  
\$19/hour (3<sup>rd</sup> shift)

**Working Hours:** 1<sup>st</sup> shift: Start time ranging from 6:30 AM – 9:45 AM depending on work line and ending 3:30-6:45 PM, Mon-Sat, Full Time  
2<sup>nd</sup> shift: 1:00 PM – 10:00 PM, Mon-Sat, Full Times  
3<sup>rd</sup> shift: 8:15 PM-5:15 AM or 9:45 PM – 6:45 AM, Mon-Sat, Full Time

**Benefits:** Medical/Dental/Vision, 401k, Flexible Spending, Pre-tax commuter benefit, basic life and AD&D, PTO, Holidays, Employee discount

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**JOB PURPOSE:** The Production Operator is responsible for assisting in the different areas on the production floor.

**ESSENTIAL JOB FUNCTIONS:**

- Assist with the production line in the factory
- Prepare raw materials for processing
- Start up and stop equipment
- Feed or place products on equipment for processing
- Assist in packaging or any other areas assigned
- Other production duties as assigned by the manager

**REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Dependable and responsible
- Ability to stand for long periods of time
- Bilingual in English and Chinese Preferred (applicant will need to pass basic English/Chinese proficiency test)
- High School diploma or GED Preferred

**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 the duties of this job, the employee is regularly required to sit, walk; talk and hear; use hands and fingers to handle and feel, to operate a computer and telephone keyboard; reach with hands and arms; stoop, kneel, crouch, or crawl.
- May occasionally lift up to 50lbs
- Ability to work outside in all weather conditions
- Ability to work in a confined area.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB DISCLAIMER:** *This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*