Job Title: Production Helper  
Location: Brooklyn, NY  
Department: Production  
Reports to: Production Assistant Manager  
FLSA Status: Non-Exempt  
Job Grade: T1  

**JOB PURPOSE:** The Production Helper is primarily responsible for performing a variety of tasks to ensure that the production processes are efficient.  

**ESSENTIAL JOB FUNCTIONS:**  

1. **Product assembly**  
   - 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 by the Production Assistant Manager

2. **Cleanliness of work area**  
   - Ensure proper sanitation procedures are followed  
   - Clean the production area  
   - Sweep, mop, and remove any debris  
   - Other duties as assigned by the manager

**SUPERVISORY RESPONSIBILITIES:** None

**REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:**  

- High School Diploma or GED  
- Must be reliable, responsible, and dependable  
- Must be bilingual in English & Chinese
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 stand, 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.
- Light to moderate lifting, and occasional heavy lifting up to 30 pounds is required.
- Specific vision abilities required by this job include close vision requirements due to computer work, lab work, or kitchen work.
- Ability to work in a confined area.
- Ability to stand and work on the Production floor for long periods of time
- Ability to adjust to significant temperature or noise changes while working on the production floor.

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.

- Indoors; protected from weather conditions but not necessarily from temperature changes, or noise. (A job is considered as “indoors” if the worker spends at least 75% of the work hours indoors.)
- General office setting with moderate noise (i.e. business office with computers, phone and printers, light traffic).
- Production floor in a manufacturing setting with moderate to loud noise (i.e. machinery), and temperature changes (i.e. freezers, steamer).
- Commercial kitchen.

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.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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