



Nelson Wood Shims

500 N.W. 3rd Street • P.O. Box 395 • Cohasset, MN 55721 • (218) 328-6203 • Fax (218) 328-6205 • Email: info@shims.com

JOB TITLE: Production Personnel
DEPARTMENT: Shim Line(s)
REPORTS TO: Production Supervisors
EMPLOYEE STATUS: Full-time

SUMMARY

A Production Personnel employee is able to perform in a fast paced production line. People in this position are able to stand for long periods of time, willing to work well with others in a close work environment and have a willingness to perform a variety of tasks and learn new skills. Shifts currently run 10 hours per day 6:00am – 4:30pm.

PRIMARY DUTIES / RESPONSIBILITIES

- **Loading Cross-Cut**
Light lifting to place boards onto the cross-cut on the production line.
- **Ripping Station**
Requires good hand-eye coordination to efficiently and effectively remove scrap.
- **Shim machine**
Fast paced picking and placing of shims on the shrink-wrap machine. Cleaning out jamb ups and keep machines running.
- **Boxing**
Able to fold and load boxes on the production line at a fast pace.

ADDITIONAL DUTIES

- Willingness to work in other production, maintenance, or any other area that may need assistance at the company
- Desire to grow in ability and responsibility
- Maintain a clean, safe and organized work environment around individual station
- Follow all established processes and procedures
- Produce shims to the company's high quality standards
- Maintain the ongoing flow of materials at acceptable rates through the production process
- Encourage or suggest potential improvements for production efficiency and safety
- Additional duties that may be requested of you

Mission Statement

To produce quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.



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WORK ENVIRONMENT

- Job involves standing for long periods of time
- Production machines create loud noises – ear protection must be used
- Exposure to handling wood boards and minimal wood dust
- Temperatures can become warm in the summer months

KEY CHARACTER TRAITS

- **Dependable** – *shows up on time every day and provides sufficient notice for vacation.*
- **Hard Working** - *A willingness to work hard, be efficient and tackle any task.*
- **Perseverance** - *This position typically has a long learning curve, so applicants should be able and willing to work through the learning curve.*
- **Team Player** - *The success of the production line requires the whole team working together, helping each other and encouraging one another.*
- **Kind** - *Treat and respond to others on the team and in the company with kindness. Slow to anger, offering a gentle response.*
- **Good Attitude** – *No matter the task, the production line, the crew, or the environment, put forth a good attitude.*
- **Respect** – *Treat your co-workers, supervisors and the company with respect.*

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