

JOB DESCRIPTION

POSITION: TARC Industries Production Assistant for Contract Work (TS)

JOB OBJECTIVE: Work in conjunction with the Production Manager to ensure all production contracts and work orders are completed as outlined by the customer. Ensure the quality of all production work completed by the production teams meets quality standards. Provide effective warehouse receiving services. Provide quality customer service to customers when picking up and/or delivering items. Be a member of a TEAM that confidently and competently supports one another.

IMMEDIATE SUPERVISOR: TARC Industries Production Manager

RESPONSIBILITIES

I. DOCUMENTATION

- a. Ensure the production files are complete, provide work orders and supporting documentation as needed.
- b. As directed provide bid proposals as sales and production work requires.
- c. Input and maintain customers in the Baggett Document Destruction Database
- d. Provide back-up shipping ticket services, as needed.
- e. Ensure forklift checklists are being completed on a daily basis.

II. TIME STUDIES

- a. *Ensure all time studies are completed and up to date as outlined by the Department of Labor guidelines.
- b. Adhere to Department of Labor guidelines and requirements for documentation and frequency of time studies.
- c. Ensure time studies and supporting documentation is filed appropriately and in a consistent and timely manner.

III. PRODUCTION SERVICES

- a. Set work areas as outlined within work order specifications
- b. Print daily shred tickets, assist with document destruction scheduling, document destruction customer pick ups and purges.
- c. Act as back up to the for the Production Assistant Document Destruction in their absence.
- d. Run commercial printer and software complete all printing/mailing jobs.
- e. Work with the customer service rep for the commercial printer to request maintenance, inventory, or any issues that arise.
- f. Be familiar with mailing standards and the USPS website to complete mailing contracts using Bulk Mail requirements.
- g. Run the Bulk Mail software in conjunction with mailing contracts as needed.

IV. WAREHOUSE/INVENTORY/TRANSPORTATION

- a. Provide quality customer service to customers by ensuring all contracts received are entered into the TIES production contracts database on a daily basis.
- b. Maintain comprehensive receiving database in a manner that ensures all contracts are accounted for within TARC Industries at all times.

- c. Provide transportation delivery and/or pick-up services for customers.
- d. Work with production team to ensure pick-up and delivery services are completed as outlined.
- e. Work with the Production Team Manager to ensure all equipment, tools, files, and forklifts are maintained appropriately.
- f. Complete contract requirements, as directed.
- g. Maintain excellent communication with agency staff and with production customers.
- h. Act as back up for the Production Assistant for Warehouse in their absence.

V. REPORTING

- a. Ensure all documents are completed as outlined by the Quality Control Program.
- b. Provide record keeping Quality Control Programs as outlined by specific customers which may vary from our current Quality Control Program.
- c. Provide reports from as requested by the Division Director and Production Team.
- d. Contact customer on time sensitive deliveries concerning shipping carrier's actual delivery time. If customer has not received shipment within the delivery time window, **immediately** follow up with the carrier for delivery information. Relay information to customer and Production team. Maintain contact with the customer until delivery is completed.
- e. Assist in maintaining Document Destruction schedule for pick-ups and material destruction timetable.

VI. QUALITY CONTROL

- a. Provide daily reports to the Production team on quality control.
- b. Implement standard quality control procedures for all TARC Industries contract work.
- c. Work in conjunction with Production Team Manager to provide quality samples of work to be performed.
- d. Inform Employment Associates and Production team of changes to quality control requirements.
- e. Maintain and update quality control procedures and manual for TARC Industries contractors who have specific quality requirements for labeling, packaging and shipping (i.e. USPS, MDC Bulk mailings and non-profit mailings).
- f. Assist Production Team Manager with contract setup and quality standards.
- g. Verify bar code labels for errors prior to distribution to work areas.
- h. Complete label bids as assigned. Produce labels and ship to customers.
- i. *Provide training to Employment Associates on work orders & how work should be performed
- j. Conduct quality checks for all works-in-progress.
- k. Issue stop work orders if contract work does not meet quality checks on all contract work in accordance with TARC Industries quality procedures and reject work that does not meet quality standards.
- l. Assist with staffing coverage for TARC Industries. As needed, provide assistance to the Production Team Manager to ensure floor coverage is adequate to the demands of work and persons supported.

VII. EQUIPMENT AND BUILDING MAINTENANCE

- a. Ensure TARC Industries equipment is identified and tagged appropriately
- b. Ensure equipment is being used and handled in a safe and appropriate fashion.
- c. Provide training on equipment, as needed.

- d. Perform minor maintenance to equipment or vehicles, as needed. Obtain estimates for repair and maintenance of production equipment to ensure cost efficient and timely repairs of material handling equipment. Submit recommendations to Production Manager for approval.
- e. Maintain clear work floor, warehouse, and ensure safety program is complied with by all persons on work floor.

VIII. VII. TRANSPORTATION/FLEET

- a. Provide support to TARC Industries fleet issues that may arise.
- b. *Provide weekly safety and maintenance checks of TIES fleet vehicles and provide documentation as needed.
- c. Coordinate with Facilities Manager all extensive maintenance required for fleet vehicles.
- d. Schedule maintenance services as defined by universal standards within the transportation area.
- e. Provide all new KDOT vehicles with Road Trip Inspection and ensure vehicles meet specifications.

IX. SUPPLIES

- a. Provide written order forms and timeframe in which supplies are needed to Production Manager for the purchase of production supplies.
- b. Order supplies in the Production Manager's absence.

X. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Person of good character who is mentally and physically able to conduct oneself in a responsible manner in carrying out the job for which they are employed.

EDUCATION: High school diploma or equivalent, plus 2 years specialized training within the production field or working with individuals with developmental disabilities.

EXPERIENCE AND TRAINING: Two to four years experience within the production/warehouse field and/or MR/DD field. Computer knowledge and ability to maintain working database a must. Delivery background preferred. Ability to operate large vehicles (box truck and pick-up truck) required. CDL license preferred, but not required. Must be able to operate forklift and use pallet moving equipment.

CLASSIFICATION: Hourly/Non-exempt

SALARY LEVEL: 2

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a production/warehouse setting.
- Routine job responsibilities include frequent physical intervention (i.e. assisted or unassisted lifting).
- Must be able to lift up to 50 lbs. unassisted.

OTHER REQUIREMENTS:

- A. Must have and maintain valid Kansas Driver's License.
- B. Maintain eligibility for the TARC insurance policy.
- C. Must possess good math and computer skills.

- D. Must be able to exercise good judgment and discretion in handling of confidential information.
- E. Must provide monthly Drivers Time Records to HR Division as required by the KCC (Kansas Corporation Commission) if employed outside of TARC.
- F. Complete Record of Road Test upon hire.
- G. Complete Carriers Statement of on-duty hours upon hire.
- H. D.O.T. physical required upon hire then biennially per D.O.T. and KCC (Kansas Corporation Commission) regulations.
- I. Must meet all NAID certification standards.
- J. Must be able to exercise good judgment and discretion in handling confidential information.

The above Job Description has been reviewed with me by my Supervisor and I understand my job responsibilities as outlined above.

Employee Name	Date
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Supervisor Name	Date
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This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.