



Starting: \$13.00 / per hour

Position Title: **General Utility**  
Job Class: Production  
Cost Center: 9902  
Department: Manufacturing  
Status: Full Time/Non-Exempt  
Reports to: Production Supervisor

Position Summary: The General Utility is responsible for performing all jobs within the manufacturing facility as directed by the Production Supervisor.

Essential duties and responsibilities:

- Makes progress in learning all production positions in the facility.
- Performs and records monthly fire inspection activities.
- Supplies raw materials and packing supplies to various departments and units as required for production.
- Removes finished goods to the warehouse or staging area from various departments and units as required.
- Assists in the sorting and staging of inbound Matting Technology trucks.
- Operates cardboard baler as necessary.
- Wrap, band, weigh and stage orders being transported to the warehouse.
- Completes daily inspection checklists on Industrial Fork Trucks prior to operation and notifies Production Supervisor of any issues or concerns.
- Develops an understanding of relevant ISO 9001 Standards and ensures processes are in compliance with quality requirements.
- Ensures all safety precautions are followed in all areas assigned during production.
- Ensures work area is cleaned, organized, and stocked daily.
- Performs other duties as assigned by the Production Supervisor.

Qualifications and required skills:

- Ability to read and write effectively; good communication skills.
- Ability to use physical exertion such as prolonged periods of standing, walking, bending, reaching and climbing; ability to lift up to 50lbs. consistently.
- Ability to operate forklift in accordance with Ludlow Composites safety policy.
- Ensures compliance with ISO 9001 standards, plant safety policies and procedures and 5S initiatives.

Education and experience:

- High school diploma or GED.
- Two years of experience in an industrial manufacturing environment preferred.
- Two years of experience operating a forklift. Certification is required. Training will be provided by Ludlow Composites.

Work Environment:

- Work is generally performed within a manufacturing environment around industrial machines.

Approvals  
Prepared By: ISO Coordinator  
Approved By: Management Representative

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