

**Role Overview:** Hourly production team members are responsible for the day-to-day manufacturing of orders received by customers. These orders include, but are not limited to: architectural, residential, and commercial units, stalls, railings, windows, walls, doors, etc. Ideal candidates are those looking for long-term employment opportunities who are also interested in leadership, building teams, and improving processes.

**Essential Functions:**

- Read, comprehend and execute production/scheduling plan by following the production schedule
- Operate a computer
- Manipulate knobs on machinery
- Lift up to 50 lbs, and more utilizing team lifting
- Push/pull tables and racks of glass
- Verbally communicate with other production team members to coordinate tasks
- Assist in the insurance safe working environment for self and fellow team members by addressing safety concerns, training, and by holding team members accountable to Cardinal LG's safety standards
- Is responsible for evaluating weekly punches for self via paper time edits and/or electronically via Attendance on Demand
- Works closely with Department Manager, Shift Manager, Supervisor, and/or other Production Team Members to supply necessary production information
- Follows all facility policies, rules and regulations as outlined in the Employee Handbook
- Partners with Team Members by soliciting feedback and suggestions to improve departmental function and morale
- Behaves in an ethical manner and treats fellow team members at all levels with respect and dignity
- Communicates clearly and respectfully using all mediums: electronic, written, face-to-face and telephonic
- Participates in required trainings email, phones, radios, and in-person communications
- Accept more challenging assignments as experience and knowledge allows
- Train others to help them gain knowledge in your strength areas as needed
- Request additional trainings as concerns regarding processes arise

**Minimum Qualifications:**

- Read, comprehend, and speak English
- Use a pen/pencil to complete required documentation
- Recognizes and supports Cardinal LG's partnership-focused mission
- Excellent ability to partner with internal-customers and others across all departments, shifts and levels of leadership
- Positive attitude that aligns with Cardinal LG's leadership philosophy of cultivating a positive work environment
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**Physical Elements:**

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| <ul style="list-style-type: none"><li>▪ Constant standing and walking</li><li>▪ Constant bending and reaching</li><li>▪ Constant lifting, carrying and/or pushing objects weighing 50 pounds or more</li></ul> | <ul style="list-style-type: none"><li>▪ Frequent kneeling and balancing</li><li>▪ Occasional climbing and kneeling</li><li>▪ Oral and written communication</li><li>▪ Ability to see within normal parameters and hear within normal range</li><li>▪</li></ul> |
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**Environmental Conditions:**

This position exists in an indoor manufacturing facility. The work environment is a manufacturing environment with exposure to loud noises, dust, and fumes.

**Dress Code/Protective Gear:** Work gloves, safety glasses, steel-toed or composite shoes. Certain departments within the facility do require the wear of supplied cut-resistant clothing

**Start Rates:** Varies depending on shift: 1<sup>st</sup> \$13.50/hr, 2<sup>nd</sup> \$14.00/hr, 3<sup>rd</sup> \$14.50/hr,