

## HOPE SERVICES

**Job Description**

06/09 rev.

**Position:** Model Worker/Production Worker**Classification:** Non-Exempt**Salary Grade:** \$12.69**Status:** Non-Bargaining**Purpose:**

To work in one of the HOPE business operations along side client workers, role model appropriate work skills and quality practices on the job.

**Principle Responsibilities:**

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Provides training support to client workers in area of assignment.
2. Provides quality control of materials in order to maintain highest product quality and meet customer expectations.
3. Performs production and/or service as assigned and described in the scope of work.
4. Assures all equipment is tested for operational soundness and current safety standards.
5. Complies with all required safety practices.
6. Works as a cooperative member of the team.
7. Informs supervisor of any and all concerns related to the scope of work, operations and/or materials.
8. Acts as a mandated abuse reporter.
9. May perform other duties as assigned to assure efficiency of operations.

**Minimum Qualifications:**

Must be at least 18 years of age. High School GED preferred. Experience with working in an area of assignment.

**Reports To:** Coordinator or Manager as assigned**Supervisory Responsibility:** None

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#### **Required Knowledge, Skills and Abilities:**

1. Ability to communicate in a positive manner.
2. Knowledge of HOPE and ability to communicate information about HOPE.
3. Knowledge and skills of particular area of assignment.
4. Ability to stand at a workstation for long periods.
5. Ability to lift and move 40 lb. loads.
6. Use of hand trucks and hydraulic lifters.
7. Knowledge and skills to perform strip, seal and waxing of tiled floors. Ability to use and operate Autoscrubbers, Buffers and Burnishers.
8. Knowledge and skills to perform carpet cleaning with the ability to operate Extraction Equipment, Wet-N-Dry Vacs and other equipment.
9. Knowledge of best cleaning practices as related to janitorial work.

#### **Environmental Conditions:**

1. Warehouse production.
2. Constant physical activity, lifting, moving and sorting large loads of materials all day long.
3. May be exposed to dirt and dust.
4. May be exposed to strippers, sealers, wax and carpet cleaning chemicals.