

**Job Title:** Manufacturing Assistant  
**Department:** Manufacturing/Operations  
**Reports to:** Manufacturing Manager  
**Status:** Non-Exempt

**Job Summary:**

Responsible for the daily support of the various departments under the Operations/Manufacturing umbrella. Works hand in hand with leads, supervisors, and other employees with the objective of accomplishing safety, quality, and productivity goals.

**Essential Job Duties:**

GENERAL

- ◆ Responsible for complying and performing all duties in accordance with all company policies and standard operating procedures (for example, safety policies, anti-harassment policy, etc).
- ◆ Responsible for an assigned role in the company's 6S housekeeping program (Sort, Set in Order, Shine, Standardize, Sustain, Safety).

MANUFACTURING

- ◆ Assist in the sheet metal Fabrication department in removing blanked-flat parts from the skeleton-scrap and sort them accordingly in preparation for storing or the next process operation. Scraps the skeleton accordingly.
- ◆ Assist in the Fabrication department with feeding blanked-flat parts into a pre-programmed robotic press brake machine and monitoring for alarms. When alarms occur, inform the lead responsible for the area.
- ◆ Assist in the Welding department in removing the laser protective film from the formed parts in preparation for the welding process.
- ◆ Assist in the Welding department in removing weld-burn-marks with a Scotch-Brite pad or a Weld Cleaning Solution.
- ◆ Assist in the Welding department in manually feeding parts into a spot welder with pre-programmed settings.
- ◆ Assist in the Welding department with feeding parts into a pre-programmed robotic welder and monitoring for alarms. When alarms occur, inform the lead responsible for the area.
- ◆ Assist in the Polishing department with feeding parts into pre-programmed laser etching machine and monitoring for alarms. When alarms occur, inform the lead responsible for the area.
- ◆ Assist in the Polishing department with cleaning and pasting protective plastic film on polished parts.
- ◆ Assist in the Powder Coating department with the washing, drying, and curing process. Pre- and post-processes of powder coating parts.
- ◆ Assist with cutting materials such as bars, square tubes, rods, tube-handles, angle bars, etc. using a saw.
- ◆ Assist in the Assembly departments with unpacking raw materials from its packaging and setting them on containers such as transfer-carts, pallets, bins, etc. and physically transferring them into the assembly areas.
- ◆ Assist in the Assembly department with cleaning, assembly, and packaging/crating of finished product.
- ◆ Assist with physically moving parts, supplies and materials into a standard inventory storage or work-in-process location per leads instructions and assists with cycle counting as required.
- ◆ Assist operations and other departments as required to meet company's overall objectives.

- ◆ Perform miscellaneous duties as assigned and required.

#### **SAFETY**

- ◆ Responsible for performing all duties safely in accordance with all company safety policies and standard operating procedures.
- ◆ Must wear appropriate PPE for all tasks that require them.
- ◆ Responsible for an assigned role in the company's 6S housekeeping program (Sort, Set in Order, Shine, Standardize, Sustain, Safety).

#### **Minimum Qualifications:**

- ◆ Requires high school diploma or GED equivalent.
- ◆ Requires entry level to 3 years of experience in a manufacturing environment.
- ◆ Must possess the mental and physical capacities necessary to perform the job duties.
- ◆ Must possess interpersonal skills and the ability to interface with Hestan employees.
- ◆ Basic knowledge and/or ability to learn to use pneumatic, electrical, and battery-operated tools. Mechanical, plumbing, electrical, carpentry and general tools such as screwdrivers, wrenches, mallets, staple guns, nail guns, cutting-saws, tape dispensers, box cutters, etc.
- ◆ Experience with Commercial or Residential cooking products is a plus. Preferred but not required.
- ◆ Forklift certification is a plus. Preferred but not required.
- ◆ Basic computer skills to systematically transfer inventory is a plus. Preferred but not required.
- ◆ Basic computer skills to systematically report production is a plus. Preferred but not required.
- ◆ Basic measuring skills is a plus. Preferred but not required.

#### **Working Conditions:**

Work is performed primarily in the warehouse or manufacturing facility, although outdoor tasks are required. Lighting is artificial. Equipment used may include the use of telephones, power tools, hand tools, plumbing tools and power driven lift. Individual will have constant exposure to dust, excessive noise, heat, cold, fumes and chemicals. Physical demands include standing, walking, bending over, crawling, climbing, reaching overhead, kneeling, crouching, balancing, pushing and pulling, repetitive use of both hands, grasping, fine dexterity, being around other work equipment and machinery, driving cars, trucks, forklifts, walking on uneven ground, as well as lifting up to 50 lbs. Both work days, as well as hours of work may vary, according to the requirements of the operation.