



# Wisconsin Foam Products

*Precision Flexible Foam Solutions*

## Assembler

### Job Duties & Responsibilities

- Assemble foam, corrugated, or wood parts with adhesive, heat or mechanical methods as required
- Perform accurate record package counts and final part checks
- Package finished parts in cartons, units, or plastic bags and properly identify with labels or designated methods as required
- Perform required measurements using a tape measure, or other measuring devices or gauges, and work from simple drawings or prints
- Perform all necessary adjustments to produce quality products
- Complete all quality check paperwork and procedures for each job produced
- Dispose of scrap by bailing and storing in a designated area as required
- Perform efficiently and effectively follow all manufacturing procedures required for each job
- Demonstrate safe work practices to prevent injury of self and others
- Inform supervisor of any safety or quality issues
- Maintain equipment as directed by supervisor
- Maintain a clean working area
- Complies with all company policies and procedures
- Other tasks and duties as assigned

### Skills & Qualifications

- Able to read and understand sales orders and work instructions
- Able to make accurate measurements using a tape measure or Vernier caliper
- Able to work scheduled work hours along with occasional required overtime
- Able to communicate effectively in the English language (speak, read and write)

### Physical Requirements

Able to perform all physical requirements for change over and operations for extended periods of time, including but not limited to:

- Bending, reaching, stretching, kneeling, stooping
- Lifting (up to 50 lbs)
- Standing for up to 8 hours at a time

### Education Requirements

High School degree and/or equivalent preferred

### Experience Requirements

Previous experience in a manufacturing environment is a plus but not necessary. Will consider those without experience with a great attitude and a willingness to learn. Forklift training is a plus but will train on site.

### Pay

\$22.00 per hour subject to an attendance bonus and starting wage