



Title: Production Operator
Direct Report: Production Supervisor
Department: Production
FLSA Status: Non-Exempt/Hourly
Date Analyzed: November 2018

Company Profile

Mayco, founded in 1954, produces ceramic glazes and products for artist around the world. Our mission is to ignite creativity and inspire ceramic artists at all levels of expertise. Through our award-winning techniques and highly praised educational programs, we spark imagination and encourage users to explore the world of ceramics and Mayco.

Position Purpose

Under immediate direction, the warehouse associate is responsible for performing all tasks related to producing Mayco products. This position requires accuracy, timeliness and quality of work.

Essential Job Functions

- Manufacturing of Slip, Crystal, & Ceramic Glazes
- Operation of bottling lines
- Sorts, measures, weighs products to meet quality standards.
- Inspects products for quality standard and looks for defects or damages.
- Attaches appropriate labels to products or packaging.
- Packs finishes goods into correct packages and boxes.
- Notifies supervisor of any material or mechanical issues.
- Maintains a clean work area.
- Follows all standard operating procedures and required safety protocols at all times.
- Performs other tasks as directed or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position.

Required Skills, Knowledge & Abilities

- Work requires alignment to our core values of quality, integrity and a genuine commitment to our employees and customers.
- Work requires willingness to contribute to our mission and culture.
- Work requires reading or listening to instructions, recognizing applicable numbers and accurately counting items.
- Work requires strong organizational and attention to detail skills.
- Work requires strong team skills.
- Work requires time management skills.
- Work requires having mechanical capacity.

Required Education or Experience

- High School Diploma or GED

Direct Reports and Reporting Relationship

- None, however, the ability to achieve results by work with others within the company, regardless of reporting relationship, is a critical success factor.

Physical Demands and Work Environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifting frequently up to 50 pounds
- Reaching and handling objects with hands and arms frequently.
- Standing for long periods of time, walking or balancing.
- Bending, pushing, pulling of materials.
- Stooping, kneeling, or crouching.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to a manufacturing environment. The employee may be exposed to fumes or airborne particles. The employee is occasionally exposed to working near moving mechanical parts or machinery such as a forklift.

The noise level in the work environment is usually moderate to loud.

About Us

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Our people are the heart of our company. Their passion for ceramics, dedication to our consumers and commitment to quality in everything we do is unmatched. The range of experience we have on the team includes manufacturing employees with over 30 years of service, former PYOP, clay and traditional studio owners, art educators with active teaching certificates, and recent Fine Arts graduates from several area colleges. This mix assures the preservation of our founding principles, infused with practical experience and fresh creative perspective and energy

We offer comprehensive benefits including a 401k plan with employer matching. To learn more about our company, please visit www.maycocolors.com.

To apply, submit a resume to **careers@maycocolors.com**

Equal Opportunity Employer