

Industries of the Blind, Inc.

Job Announcement

Job Title: Production Trainer
Department: Training Department
Date of Announcement: November 21, 2011

Summary of Position: Responsible for providing one-on-one on the job training to employees designated to perform various manufacturing operations. The production trainer utilizes a variety of instructional techniques such as demonstrations and step by step instruction to provide training on a variety of production operations that may require the use of a wide variety of simple devices and fixtures, hand and power tools and production machinery.

JOB REQUIREMENTS:

1. 5-8 years sewing experience with production techniques.
2. Confidentiality of personnel information.
3. Solid work history and attendance/punctuality record.
4. Good manual dexterity. Ability to stand or sit for long periods of time.
5. Ability to operate a variety of production machines.
6. Ability to perform simple mathematical operations and use simple measuring devices.
7. Ability to verbally communicate detailed instructions to convey instructions effectively.
8. Close attention to detail.
9. Ability to learn tasks quickly and recommend improvements to production process.
10. Ability to get along well with all levels of personnel.

DUTIES:

1. Gathers and reviews information about the specific operation to be taught, including production methods, work station layout, quality specifications, ergonomic and safety concerns, production standards and specific accommodations if required.
2. Demonstrates production technique and examines the work performed by the trainee to determine progress and ability to conform to quality and production standards.
3. Works closely with engineering and maintenance staff to identify and eliminate problems.
4. Coordinates all training activities with department supervisors to minimize production interruptions or delays.
5. Records and reports training progress to department supervisor/management on a regular basis.
6. Performs responsibilities in accordance with safety procedures and good housekeeping practices.
7. Performs responsibilities in accordance with established ISO 9001 quality standards/guidelines.
8. Properly complete any other duties and responsibilities designated by supervision.

Equal Opportunity Employer