

Skookum Creek Tobacco Company Job Description

Position: General Laborer (Continuous Recruitment)
Date: May 27, 2021
Hourly Range: Step 1 - \$14.26 - \$15.50 p/hr
Reports to: Production Manager
Opens: June 7, 2021

SUMMARY: This position, as with all at Skookum Creek Tobacco, requires that the employee maintain a safe, clean and productive work area, assist in performing a variety of general labor work and be willing to work flexible hours. Attendance and punctuality is vital.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned:

The General Laborer may be assigned to help operate miscellaneous equipment in the production facility to include; maker feeder, cellophane wrapper, carton former, and tobacco reclaimer. Depending on the machine the employee is attending, duties may include; monitoring product quality, rework of defective product, packing of finished goods, and assisting machine operator as required. The General Laborer may also be assigned to floor utility duties which may include; housekeeping assignments such as cleaning buildings, workshops and other facilities. All machine attendants will maintain accurate logs and records as required. Must also successfully pass a background check.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful applicant must be consistently at work and on time; must follow instructions and respond to management direction; have good communication skills; prioritize and plan work activities and meet challenges with resourcefulness; and treat others with respect and consideration regardless of their status or position.

This position requires a six month probationary period. Any approved Leave Without Pay greater than two weeks, will be added to the time required for the probationary period. There will be no Treaty Rights Leave Without Pay for for Squaxin Island Tribal Members during their probationary period.

MINIMUM EDUCATION and/or EXPERIENCE REQUIRED: High School Diploma or GED and 6 months of manual labor.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Washington State Driver's License preferred.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and to talk and hear; frequently required to walk, sit, reach with hands and arms; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee may frequently be required to lift up to 80 pounds.

This position also requires close vision (clear vision at 20 inches or less), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed in a given point), and depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The noise level for this position is generally moderate.

CONFIDENTIALITY: This position requires strict confidentiality.

Must be able to pass a criminal background check to be hired.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERENCE: : Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

This position falls under the Regular Treaty Rights LWOP Policy for Squaxin Island Tribal members.

CONTACT: Human Resources (360) 426-3442.