



**JOB DESCRIPTION**

**Moore SC**

<b>Job Title:</b>	<b>Finisher/Inspector</b>	<b>Department:</b>	<b>Production - Finishing</b>
<b>Reports To:</b>	Quality Supervisor	<b>Job Type:</b>	Hourly non-exempt
<b>Effective Date:</b>	June 2016	<b>Revision Date:</b>	

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**A. JOB OVERVIEW**

This position consists of final inspection, cleaning, preparation, boxing, bagging, labeling and documentation of finished product. The ability to see non-conformances and/or defects is crucial in the finishing position as well as the ability to measure and document all areas of the product.

**B. QUALIFICATIONS REQUIRED**

- High School Diploma
- Experience working in a manufacturing / production environment
- Ability to bend, squat, kneel, push, pull, and lift repeatedly

**C. CORE COMPETENCIES**

- High awareness of surrounding work space
- Read and understand plans and drawings
- Use basic math skills
- Communicate effectively
- Work with limited supervision
- Move at a quick and steady pace
- Work within a team successfully
- Ability to be cross-trained

**D. KEY JOB RESPONSIBILITIES**

- Measure product (pool and tent)
- Inspect new product for defects to be repaired (pool and tent)
- Document defects via inspection forms and/or department related documents (pool and tent)
- Braid rope, cut rope, webbing and leather (tent)
- Assemble product and sub assemblies (tent)
- Disposition product and applicable parts for shipment approval (pool and tent)
- Fold product (pool and tent)
- Box product (pool)
- Sew and bag product (tent)
- Maintain a clean area (pool and tent)

- Organize material/supplies to maximize productivity and to minimize interruptions (pool and tent)
- Clean equipment (tent)
- Clean product (pool and tent)

**E. SAFETY & QUALITY RESPONSIBILITIES**

- Ensure all safety rules and non-safety plant rules and regulations are followed.
- Ensure adherence to established quality procedures (applicable ISO) and housekeeping (5'S) standards.

**Authority to prevent occurrences of non-conformances in product, process, and/or systems; identify and record any problems; initiate, recommend or provide solutions and control quality.**

The above statement reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be considered as the detailed description of all work required in the job.

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Employee's Name (Print)

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Employee's Signature

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Date

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Supervisor's Name (Print)

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Supervisor's Signature

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Date