



# JOB POSTING – DATED

Opportunities Unlimited of Niagara, Niagara County, NY

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**Human Resources Department** 504-2625 or [inquire@oppunlimited.org](mailto:inquire@oppunlimited.org)

Roxane Albond-Buchner, Manager of Recruitment & Community Relations

## PLEASE POST

### 2 POSITIONS AVAILABLE

**DATE:** November 13, 2017

**POSITION AVAILABLE:** Production Worker/Laborer

**WORK LOCATION:** Niagara Falls/Lockport, Flexible

**WORK SCHEDULE:** Monday-Friday Day Hours, Flexible

**RATE OF PAY:** \$11.00

### **QUALIFICATIONS:**

High School Diploma /GED. Experience in a production setting preferred, but not required. Must be able to safely operate equipment including, but not limited to hand trucks, pallet wrappers and pallet jacks. Must be able to provide personal transportation to work site. Must be able to perform lifting techniques required per program or site specific needs with no restrictions.

**MAIN FUNCTION:** The production worker/ laborer will assist with the moving of freight, stock, finished product and other materials as well as participate in the packing/ assembly of a variety of products and materials, and completion of contract work as assigned.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES:**

1. Move freight, stock, finished products or other materials to and from the storage areas or production areas, loading docks, delivery vehicles by hand or using carts, pallet jacks, or other equipment. Assist Utility Helper as assigned.
2. Examine and inspect containers, materials, and products to ensure that packaging specifications are being met.
3. Assist Subcontracting Staff in preparation of materials necessary for each day's activities.
4. Measure, weigh, and count products and materials.
5. Attach identifying tags to containers, boxes, pallets or mark them with identifying information.
6. Complete contracts to specifications following instructions as assigned by Services Specialists.
7. Provide accurate counts of units handled or moved.
8. Will be utilized throughout the Subcontracting area, on a daily basis, as assigned.
9. Is Responsible for attending meetings and any training as requested by the Program Coordinator.
10. Carries out all Agency, Program and Departmental specific Policies & Procedures.

### **TO APPLY:**

Interested applicants may submit a cover letter and resume to [inquire@oppunlimited.org](mailto:inquire@oppunlimited.org) or mail/drop off to the Human Resources Department, 2393 Niagara Falls Blvd., LPO Box 360, Niagara Falls, New York 14304-0360. Resumes will be accepted until position is filled.

*People with intellectual and other developmental disabilities across Niagara County are waiting for you...We offer competitive salaries and benefits...Take the first step and apply TODAY.*