# JOB SUMMARY

The primary purpose of the Production Manager Trainee is to apprentice under the tutelage of the Production Manager at any Crown Laundry location to enhance the operations of the facility which includes receiving and sorting product, laundry, drying, ironing and folding, and preparing product for transport to the customer. The Plant Manager Trainee will set production schedules in concert with the Plant Manager, and ensure that the work is done expeditiously and in concert with safety regulations.

# DUTIES & ESSENTIAL JOB FUNCTIONS

1. Spend time working and learning in all departments in order to absorb Crown Healthcare Laundry Services procedures and culture:
   a. Departments include sorting, loading, washing, drying, sanitizing, ironing, folding, packaging, counting, maintenance, recording production quantities and using industrial laundry equipment, pulling jams
2. Create production schedules in concert with the Plant Manager, Production Manager, and department supervisors that meet customer deadlines.
3. Fill in for supervisors or plant manager as directed. (See Plant Supervisor Job Description)
4. Ensure that work conditions are safe and that machinery is in optimum condition for worker safety and work efficiency purposes. Proactively promote safe working conditions.
5. Role model a collaborative work style and encourage candid exchanges between the management staff and the managers and employees.
6. Manage production output in concert with other department supervisors by consistently measuring and assessing production results.
7. Spend a considerable amount of time observing plant operations and learning through hands on experiences, as well as participating in activities with Production Manager.
8. Analyze data and produce reports as requested by Plant Manager or Production Manager
9. Innovate within each department to improve any/all of the following: ergonomic practices, safety practices, productivity practices, communication between management and production employees, quality, etc.
10. Be flexible and rotate in any/all departments, serving as directed by the Plant Manager.
OTHER FUNCTIONS AND RESPONSIBILITIES

- Any other duties as assigned.

DECISIONS THE INCUMBENT MUST SEEK APPROVAL FOR PRIOR TO EXECUTION:

- Seek approval from the Plant Manager or Production Manager for any deviations to regular policies and procedures.

DECISIONS THE INCUMBENT MAY DECIDE AND EXECUTE WITHOUT PRIOR APPROVAL:

- As directed and empowered by the Production Manager or Plant Manager.

QUALIFICATIONS

- The ability to perform the essential functions of the job, with or without an accommodation.
- At least 5 years supervisory experience in a similar type production environment which entails utilization of industrial equipment. Laundry industry strongly preferred.
- Solid working knowledge of OSHA standards, Workers Compensation Issues, light duty, Bloodborne Pathogens, etc.
- A collaborative yet strong management style, comfortable interacting with the hourly employees
- Excellent grasp of production scheduling and measuring output
- Creative and accepting of new ideas
- Must be adept at juggling and having great organizational skills
- Bachelor’s degree strongly desired, preferably in an engineering or technical discipline
- Must be able to relocate as needed to complete developmental assignments
- Comfortable with being hands-on in the work environment, 90% of the time on the production floor

REQUIRED LICENSES/CERTIFICATIONS

None.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FREQUENCY</th>
<th># OF HOURS A DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONTINUOUS</td>
<td>INTERMITTENT</td>
</tr>
<tr>
<td>a. Sitting</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>b. Walking/St</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Bending</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
e. Squatting x
f. Climbing x
g. Kneeling x
h. Twisting x
i. Lifting x

LIFTING

0-10 lbs. 10-50 lbs. 50-100 lbs. Over 100 lbs.

2a. HAND MANIPULATION REQUIRED? ___x__Yes (If yes, complete a, b, c, d, e) ____No
2b. Repetitive hand movements? ___x__Yes ___x__No
2c. Simple Grasping?
   Right Hand____ Yes__x__ No____
   Left Hand____ Yes__x__ No____
2d. Power Grasping?
   Right Hand____ Yes__x__ No____
   Left Hand____ Yes__x__ No____
2e. Pushing Pulling?
   Right Hand____ Yes__x__ No____
   Left Hand____ Yes__x__ No____
2f. Fine manipulation:
   Right Hand____ Yes__x__ No____
   Left Hand____ Yes__x__ No____

3. (a) Does the job require worker to reach or work above the shoulder? ___x__Yes ____No Frequency
   (b) Reaching at or below shoulder level? ___x__Yes ___x__No Frequency

4. Does the job require use of his/her feet to operate foot controls or for repetitive movement?
   ____Yes ____x__No

5. Are there special visual or auditory requirements?
   ___x__Yes ____No
   Describe: Must be able to visually watch equipment and employees, hear machinery for diagnostic and safety reasons, and hear employees for safety reasons.

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ___x__Yes ____x__No
b. Is the employee exposed to fumes or airborne particles? ___x__Yes ___x__No
   _____No

   Employee will be exposed to weather extremes in the summer season, will work primarily in a plant environment, occasionally in an office environment.

BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A
| Category I: | Tasks involve exposure to blood, fluids or tissue |
| Category II: | Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks. |
| Category III: | Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment. |

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

__________________________  ______________________
Employee Name (Please Print)  Date

__________________________  ______________________
Employee Signature  Date

__________________________  ______________________
Supervisor’s Signature  Date