

KALAMAZOO CANDLE COMPANY

Job Title: Production & Shipping Associate (PSA)

Location: 5111 E ML Ave, Kalamazoo, MI

Position Type: Part Time or Full Time Seasonal, Non-Exempt

The Production & Shipping Associate serves as the main driver for producing products at Kalamazoo Candle Company. The primary objectives are to ensure the quality and consistency of every product created while performing highly detailed and highly repetitive work. The PSA reports to the Production Manager (PM).

The following describes the duties and assignments for the PSA position and does not constitute a contract for a specific length of employment. The below is not meant to be all-inclusive but an outline of duties from which job assignments, expectations, and accountability should be drawn.

Duties

- Work as member of team in the production and shipping of candles
- Participate in ongoing training to ensure job performance follows procedures
- Comply with all health, safety, and environmental (HSE) rules and regulations
- Actively participate in Kaizen to improve production, shipping, and warehousing processes to increase throughput and achieve KPI goals
- Ensure all products meet quality standards
- Meets production deadlines
- Pick, pack and ship packages in accordance with best practices to ensure product arrives safely at customer location; ability to use shipping software.
- Monitors and cleans equipment and workstations to ensure proper product assembly
- Unloads, organizes, stocks and inspects shipments received
- Follow good 5S housekeeping techniques, participate in 5S activities, and make recommendations to PM for improvements
- Keep PM informed of any production, downtime, HSE, or quality problems
- Follow inventory flow procedures to maintain correct BOM usage
- Actively communicate and take initiative

Other

- Communicate in a clear, honest and timely manner with all members of the KCC staff and external constituents when applicable
- Represent KCC in a positive way through communication and action
- Maintain a clean and tidy work environment
- Able to stand for long periods of time and lift up to 50 lbs
- Comply with all KCC policies, handbooks, and guidelines as they are made known to you
- All other duties as assigned.

Pay for this hourly (non-exempt) position is \$12.00/hour.

To apply, email your resume and why you want to work with us to [hiring@kalamazoocandle.com](mailto: hiring@kalamazoocandle.com)