



POSITION TITLE: Machine Helper
COMPANY: VT Industries
REPORTS TO: Department Manager
LOCATION: Neenah, WI
REVISION DATE: 09/20/2024

Company Overview

VT Industries, Inc., is North America's leading manufacturer of architectural wood doors for commercial and residential applications, the largest post-form laminate countertop manufacturer in the United States, as well as a leading source for butcher block countertops and other architectural wood products.

VT is a family-owned company that offers a dynamic work environment and continues to invest in state-of-the-art manufacturing equipment and processes, as well as growth and development opportunities for its team members. The company's three divisions serve customers from fifteen manufacturing facilities strategically located throughout the U.S. and Canada.

Position Description

Overall Responsibilities: To perform various supervised tasks, generally of a less complex nature, related to the operation of the department.

Essential Job Functions:

- Perform various tasks related to manufacturing processes
- Read and operate tape measure, gloss meter and caliper
- Problem solve basic issues
- Operate forklift and motorized toll motor
- Work independently and in a team environment
- Meet company-wide continuous improvement goals
- Perform other duties as assigned.

Position Requirements

Qualifications:

- Job requires basic analytical, troubleshooting, and mathematical skills. General knowledge of manufacturing.
- Capable of working effectively under pressure and meeting strict deadlines.
- Proven team player with positive attitude.
- Ability to work with Tape Measure.
- Knowledge of Inspection Tools.



- All team members are expected to follow the Code of Conduct to the highest standards as well as to adhere to the Attendance Policy of VT Industries.

Physical Requirements

Tolerance for bending, standing and walking for long periods of time. 20-20 vision with or without prescribed eye glasses, speaking ability and hearing accuracy. Manual dexterity. Must be able to move or carry up to 50 lbs. frequently. Able to tolerate working on the shop floor all day.

The physical demands 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 essential functions.

Signatures

By my signature, I am verifying that I have read and understand the duties and responsibilities of the Machine Helper position described herein. Furthermore, I affirm that I am able to perform the essential functions as outlined with or without reasonable accommodation.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____