

## JOB DESCRIPTION

### **RUB MACHINE OPERATOR**

FLSA – NON-EXEMPT JOB CODE: 50001

**Department:** Rub and Pack

**Reports To:** Rub and Pack Supervisor

#### **SUMMARY:**

This position is responsible for identifying defects on various pieces of furniture, sanding and polishing, various cases for high quality furniture. In addition, this position will utilize Rub Machine in the furniture polishing process.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Sands and polishes various parts of furniture.
- Responsible for proper sheen level on finished furniture pieces.
- Assists with packing furniture for shipping.
- Must be able shift between different jobs throughout the day.
- Maintains a well organized and clean work area.
- Must follow all safety policies and procedures.
- All other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

#### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### **Education and/or Experience**

High School Diploma or GED is not required, but preferred. At least 1 year of experience in rubbing and packing is preferred.

##### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

##### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

##### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

#### **OTHER QUALIFICATIONS**

This position requires excellent communication skills, and analytical and problem-solving skills. Must be able to multi-task and have good organizational skills.

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

Effective Date – 08/04/2021

The physical demands described in the Task Development Worksheet are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described in the Task Development Worksheet 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 the essential functions.

*See the Task Development Worksheet on the next page.*

**Quality** - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

**Safety Mindset** - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

# HICKORY CHAIR®

## Task Development Worksheet For: Utility (Position)

### Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X				X						
Stand	X										X	
Bend		X				X						
Squat		X				X						
Climb		X	X									
Kneel		X				X						
Twist		X				X						

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	F
Special visual or auditory requirements?	Y	Y	F

### Lifting and Carrying Demands:

\*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	O	O
76-100 Lbs.	O	N
>100 Lbs.	O	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

### Other:

	Y/N
Driving cars, trucks, fork lifts, moving equipment?	N
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N

