

Sample Job Description: Production Department Intern



Summary

Over the course of six weeks, the intern will learn the Production Department's objectives and procedures while contributing to departmental operations. The intern will be responsible for daily tasks, weekly tasks, and ongoing projects.

Periodically, he or she will have the opportunity to shadow in other areas of the business. In addition to illustrating how the Production Department fits in with the company as a whole, these shadowing opportunities will expose the intern to potential career paths outside of the Production Department. The internship will culminate with a final presentation to management describing what the intern learned and the value he or she provided to the company.

Position Details

Job Title	Production Department Intern
Department	Production Department
Internship Start Date	06/13/16
Internship End Date	07/22/16
Total Internship Hours	150
Supervisor	Bill Hastings, Production Department Manager
Mentor	John Wilson, Human Resources Manager

Position Requirements

Physical Requirements

- Able to lift at least 50 lbs.
- Able to stand for prolonged periods of time

Academic Requirements

- Must have completed 2 years of high school
- Must have completed 1 high school course on manufacturing or a manufacturing process
- Proficient with reading, writing, and communicating verbally in English
- OSHA-10 Certification

Personal Requirements

- Must be at least 16 years of age
- Must be dependable and punctual
- Must demonstrate professional conduct
- Must have a high attention to detail
- Must be a team player and work well with others

Position Duties

- Adhere to maintenance priorities provided by manager
- Assist in lubricating machines, tools, and parts
- Assist process technicians, maintenance technicians, and material handlers with machine setup, quality checks, material movement, and various other tasks
- Identify broken and worn tools and parts requiring repair
- Document progress on long-term projects
- Communicate any problems to appropriate manager with urgency and accuracy
- Adhere to all safety rules and regulations
- Keep work areas clean

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Work Plan

Week 1: On-Boarding

June 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
13	14	15	16	17
<ul style="list-style-type: none"> • Introduction to co-workers • Facility tour • Safety tutorial 	<ul style="list-style-type: none"> • Introduction to daily tasks • Production Department shadowing 	<ul style="list-style-type: none"> • Introduction to weekly tasks • Introduction to ongoing projects 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks

Weeks 2-5: Learning and Operating

Daily Tasks

- Check in with manager
- Complete daily machine maintenance
- Clean up production area
- Report quality issues in a timely manner

Weekly Tasks

- Complete weekly preventative maintenance
- Meeting with manager to discuss project progress
- Shadow in a department other than Production

Ongoing Projects

- Part chute design and fabrication
- Create visual illustrating the steps in the production process- for use in facility tours
- Recommendations for changes to Mold Shop inventory process

Week 6: Wrapping Up

July 2016				
Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Project work 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Shadowing in new department 	<ul style="list-style-type: none"> • Daily tasks • Weekly tasks • Project work 	<ul style="list-style-type: none"> • Daily tasks • Prepare for presentation to management 	<ul style="list-style-type: none"> • Presentation to management on value provided and lessons learned