

Manufacturing Intern – Part-Time

Spraying Systems Co.
200 North Ave.
Glendale Heights, IL 60139

LOCAL APPLICANTS ONLY

Please submit the attached application in the lock box outside of our Human Resources Dept.

Hours: 5.5 hours/day / 27.5 hours/week
FT Option: Opportunity to apply for open Full-Time position following successful probation period.
Pay: \$11.60/hour (shift differential offered for later shifts - not guaranteed)

PREFERRED SKILLS:

- CNC Machining, CAM & Gear Machining, Good Communication Skills, Good Reasoning & Comprehension Skills

OVERVIEW:

- Mfg. Interns have a wide range of job responsibilities including set up and/or operation of any number of machines within the center.

RESPONSIBILITIES/DUTIES:

- Responsible to learn the setting and operation of many different types of machines. A partial list of the machinery includes: CNC machines, milling, drilling, deburring, hand lathe, parts washing equipment, screw machines and testing equipment.
- Benchwork including: Various assembly operations, light duty assembly machines, testing, and weighing of parts.
- Responsible for packaging identifying order-filling errors: incorrect quantities, items filled incorrectly and identifying non-conforming product.
- Shipping and packaging responsibilities that also include establishing communication that will ensure that customers' orders are filled and packaged properly.
- Establishing communication that will ensure product meets quality control standards and production schedules.
- Constant effort towards improving set up and delivery times while maintain high quality.
- Reading blueprints and measuring tools to maintain production tolerances. Participation in Share Ring groups, ISO 9000, team development, 20 Keys program, peer evaluation and any/all other company programs.
- Accept any job that may be asked of him/her by a manager or Team coordinator.
- Participating in cross training programs developed by the Center Leader.
- Maintaining a clean and safe working environment.

PHYSICAL DEMANDS:

- Endurance / Moving About: Frequently (1/3 to 2/3 of the time) - Move from location to location.
- Standing: Constantly (2/3 or more of the time)
- Lifting/Carrying: Occasionally (up to 1/3 of the time)
Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

ENVIRONMENTAL CONDITIONS:

- Wet Conditions: Frequently (1/3 to 2/3 of the time) - Endure contact with water or other liquids.

LEARNING DEVELOPMENT DEMANDS:

- Mathematical: Basic
Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Verbal: Basic communication skills that allow for understanding and instruction for duties.

TEMPERAMENT REQUIREMENTS:

- Precision: Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures and techniques to attain specified standards.

OTHER:

- Involvement / Judgement / Planning: Making of general decisions with prescribed limitations to quality, tolerances, operation and set up.
- Responsibility for Equipment: Potential for damage to machines fairly great. Care must be taken to ensure proper set up to avoid costly repairs.
- Responsibility for Material: Minor potential for some loss of material due to inattention to process and poor set up.
- Responsibility for Work of Others: Responsible for instructing and directing others at least 5% of the time.

THIS POSITION IS IDEAL FOR:

- Individuals looking for part-time work on a trial basis to evaluate job change
- Students who are looking for work outside of college course hours
- Individuals looking to add skills and trades to their resume
- Parents who need part-time work around school hours

FULL-TIME BENEFITS (If successfully hired Full-Time):

- Medical
- 401K
- Life Insurance
- Vision
- Profit Sharing
- Tuition Reimbursement
- Training Programs with Wage Incentives

EMPLOYMENT RECORD: PLEASE LIST ALL EMPLOYMENT STARTING WITH MOST RECENT, ACCOUNT FOR ALL PERIODS INCLUDING U.S. ARMED FORCES, PERIODS OF UNEMPLOYMENT AND VOLUNTARY SERVICES

LIST YOUR MOST RECENT POSITION HELD:		MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYER'S NAME AND COMPLETE ADDRESS	DATES EMPLOYED		NAME AND TITLE OF SUPERVISOR
	FROM	TO	
	POSITION TITLE		REASON FOR LEAVING
EMPLOYER'S NAME AND COMPLETE ADDRESS	DATES EMPLOYED		NAME AND TITLE OF SUPERVISOR
	FROM	TO	
	POSITION TITLE		REASON FOR LEAVING
EMPLOYER'S NAME AND COMPLETE ADDRESS	DATES EMPLOYED		NAME AND TITLE OF SUPERVISOR
	FROM	TO	
	POSITION TITLE		REASON FOR LEAVING

NOTE: I CERTIFY THAT THE STATEMENTS I HAVE MADE IN THIS APPLICATION ARE TRUE AND I AUTHORIZE SPRAYING SYSTEMS COMPANY TO INVESTIGATE THE ACCURACY AND COMPLETENESS OF THIS INFORMATION.

IN THE EVENT OF MY EMPLOYMENT, I EXPRESSLY UNDERSTAND THAT ANY FALSE OR MISLEADING STATEMENTS MADE BY ME IN THIS APPLICATION OR IN CONNECTION WITH MY PHYSICAL EXAMINATION WILL BE SUFFICIENT GROUNDS FOR IMMEDIATE DISMISSAL FROM EMPLOYMENT.

IF ACCEPTED, EMPLOYMENT OF THE APPLICANT WOULD BE ON AN AT-WILL BASIS AND ONLY A DOCUMENT SIGNED BY YOU AND THE COMPANY PRESIDENT, MAY MODIFY THAT AT-WILL ARRANGEMENT.

ANY OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFULLY PASSING A COMPANY PROVIDED PHYSICAL AND DRUG TEST. A BACKGROUND CHECK MAY BE UTILIZED, IN WHICH CASE ANY OFFER OF EMPLOYMENT MADE WILL BE CONTINGENT UPON SUCCESSFUL PASSAGE OF THE BACKGROUND CHECK. "SUCCESSFUL PASSAGE" IS DETERMINED BY THE COMPANY IN ITS SOLE DISCRETION.

APPLICANT'S SIGNATURE

DATE SIGNED

COMMENTS / ADDITIONAL INFORMATION: _____

DO NOT CONTINUE - (For Internal Use Only)

DATE(S) CONTACTED: _____

NOTES: _____

