



EVERYBODY'S JOB DESCRIPTION

FOR ALL APPLICANTS & EMPLOYEES OF HUNTWOOD INDUSTRIES

YOU MIGHT BE THE EMPLOYEE WE ARE LOOKING FOR IF YOU ARE THE KIND OF PERSON WHO CAN AND WILL:

COMMIT TO REPORTING FOR WORK ON TIME EVERY DAY:

EXCELLENT ATTENDANCE IS A CRITICAL TRAIT FOR EVERYONE HERE. EVERY MISSED DAY AFFECTS OUR ABILITY TO KEEP OUR COMMITMENTS TO OUR CUSTOMERS.

DEMONSTRATE A POSITIVE ATTITUDE:

- BY MAINTAINING A STRONG WORK ETHIC
- BY THINKING POSITIVELY AND GIVING POSITIVE SUGGESTIONS
- BY TREATING OTHERS THE WAY YOU WOULD LIKE TO BE TREATED.
- WORK EFFECTIVELY WITH OTHERS
- BY COMMITTING TO A HARASSMENT-FREE ENVIRONMENT

COMMIT TO QUALITY PERFORMANCE:

- BY PERFORMING THE REQUIREMENTS OF YOUR JOB IN A MANNER THAT IS EFFICIENT AND SAFE..
- BY CHECKING YOUR WORK CAREFULLY, EAGERLY SEEKING WAYS TO IMPROVE OUR WORK, BOTH IN QUALITY AND QUANTITY.

WORK WELL IN A FAST PACED ENVIRONMENT:

HUNTWOOD IS COMPANY KNOWN FOR IT'S QUICK PACE OF PRODUCTION. EACH EMPLOYEE NEEDS TO BE ABLE TO EXCEL IN THIS KIND OF SURROUNDING.

BE CONSISTENTLY AVAILABLE FOR OVERTIME ON LITTLE OR NO ADVANCE NOTICE:

OUR MANUFACTURING PROCESS REQUIRES THAT OUR WORKFORCE BE AVAILABLE ON A DALIY BASIS FOR OVERTIME AS NEEDED.

SUPPORT OUR DRUG FREE POLICY:

YOU MUST SUCCESSFULLY PASS A DRUG SCREEN BEFORE BEGINNING WORK HERE. IN ADDITION, TESTING IS DONE IF AS AN EMPLOYEE YOU ARE INVOLVED IN AN ACCIDENT, OR WHEN THERE IS REASONABLE SUSPICION. RANDOM DRUG TESTING IS ALSO CONDUCTED.

YOU MAY BE ASKED QUESTIONS ABOUT THE ABOVE DURING THE INTERVIEW PROCESS. IF YOU FEEL CONFIDENT THAT YOU FIT THE ABOVE REQUIREMENTS, PLEASE INITIAL BELOW.

YOUR INITIALS _____
Name _____
(please print)