

# COTTONWOOD, INCORPORATED

## JOB DESCRIPTION

Revised: 10/19

**DEPARTMENT:** Work Services

**JOB TITLE:** AbilityOne Production Worker

**JOB SUMMARY:** The Work Services Production Worker is responsible for performing various tasks, such as sewing, collating, labeling, and assembly work. The individual may also be asked to count items and perform quality checks of items. Work is sometimes individualized and other times performed on a production line. Tasks could also involve operating shrink-wrapping equipment and bag sleeves.

**QUALIFICATIONS:** Prior production experience is preferred. Ability to work 30 hours per week at 70% with accommodations is expected. Individuals must have certifiable disabilities that meet the minimum requirements of the AbilityOne Commission definition of disability. To be eligible for this program individual must be willing to share the disability documentation to establish eligibility for program. Must be able to pass all required background checks and drug screen.

**SUPERVISION RECEIVED:** Area Production Coordinator Manager

**SUPERVISION GIVEN:** None

**THIS POSITION IS:** Non-Exempt

### **JOB RESPONSIBILITIES:**

- \*1. Perform tasks such as packaging, counting, labeling, collating, and assembling product.
- \*2. Perform tasks at no less than 70% with accommodations within 120 days of hire date.
- \*3. Produce good quality products.
- \*4. Follow all agency/plant rules.
- \*5. Assure compliance with Cottonwood's Rules, Policies, and Procedures.
- \*6. Help ensure that the work area is safe, clean, and organized.
- \*7. Establish and assure compliance of production procedures within the work areas.
- \*8. Assure quality and quantity control of work produced in the work areas.
- \*9. Assure that timesheets are accurate, kept up-to-date, and turned in on time.
- \*10. Maintain positive, professional working relationships with consumers, co-workers, supervisors, staff members, parents, and community representatives. Present positive, fair, and accurate image of the organization to the public.
- \*11. Demonstrate the *five and fifty rule*—greeting everyone when they are within five feet and smiling when they are within fifty feet.
- \*12. Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote team participation and negotiation and follow through with assigned responsibilities.
- \*13. Communicate accurately, professionally, and appropriately.
- \*14. Work within prescribed schedule and complete responsibilities in a timely manner. Assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. Accurately record hours worked on time sheet.
- \*15. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Work Services Director: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator of Services: \_\_\_\_\_ Date: \_\_\_\_\_

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

**\*Essential Functions**

**COTTONWOOD, INCORPORATED**

**PERFORMANCE PLANNING AND EVALUATION**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPARTMENT:** Work Services

**JOB TITLE:** AbilityOne Production Worker

**PROCEDURE:**

1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions will be noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

**PERFORMANCE EVALUATION  
LEVELS OF ACHIEVEMENT**

3-Exemplary 2- Good Work 1-Needs Improvement  
**Scores of "1" and "3" require a comment**

**PERFORMANCE OUTCOMES**

**RATING**

\*1. Perform tasks such as packaging, counting, labeling, collating, and assembling product.

\_\_\_\_\_

\*2. Perform tasks at no less than 70% with accommodations within 120 days of hire date.

\_\_\_\_\_

\*3. Produce good quality products.

\_\_\_\_\_

\*4. Follow all agency/plant rules.

\_\_\_\_\_

\*5. Assure compliance with Cottonwood's Rules, Policies, and Procedures.

\_\_\_\_\_

\*6. Help ensure that the work area is safe, clean, and organized.

\_\_\_\_\_

\*7. Establish and assure compliance of production procedures within the work areas.

\_\_\_\_\_

\*8. Assure quality and quantity control of work produced in the work areas.

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\*9. Assure that timesheets are accurate, kept up-to-date, and turned in on time.

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\*10. Maintain positive, professional working relationships with consumers, co-workers, supervisors, staff members, parents, and community representatives. Present positive, fair, and accurate image of the organization to the public.

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\*14. Work within prescribed schedule and complete responsibilities in a timely manner. Assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers. Accurately record hours worked on time sheet.

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\*15. This position will perform other duties within the guidelines of this job description as assigned by the supervisor.

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**Total Numerical Score:** \_\_\_\_\_

**AVERAGE SCORE =** \_\_\_\_\_

Total added score divided by number of outcomes

**PERCENT SALARY INCREASE:** \_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:** \_\_\_\_\_

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**SUGGESTED IMPROVEMENTS:** \_\_\_\_\_

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**PROGRESS MADE ON LAST YEAR'S GOAL(S):** \_\_\_\_\_

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**GOAL(S) FOR THE COMING YEAR:** \_\_\_\_\_

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**SUPERVISOR'S COMMENTS:** \_\_\_\_\_

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**EMPLOYEE'S COMMENTS:** \_\_\_\_\_

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

**Training expiring in next 12 months:**

Mandt	Date Expiring _____
Medication Administration	Date Expiring _____
CPR	Date Expiring _____
First Aid	Date Expiring _____

Have you received any traffic citations in the past year? \_\_\_\_\_

If yes, please describe:

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List of items completed:

Proof of current personal auto insurance attached: \_\_\_\_\_

Reviewed Bloodborne Pathogens: \_\_\_\_\_

Reviewed Driver Safety: \_\_\_\_\_

Reviewed Consumer Confidentiality: \_\_\_\_\_

Reviewed Corporate Compliance Policy \_\_\_\_\_

Harassment Policy Reviewed: \_\_\_\_\_

Convert sick time for pay? \_\_\_\_\_

Employees may choose to convert up to 6 days of sick leave for up to 3 days' pay, provided this leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR.

Do you need to update any of your "Emergency Contact" information? \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_









Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Work Services Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Cottonwood, Inc. Code of Ethical Conduct

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.

-  **T** I shall promote inclusion and equitable **TREATMENT** for all people.
-  **H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.
-  **U** I shall do my **UTMOST** to inform and advocate for the individuals served.
-  **M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.
-  **B** I shall adhere to professional **BOUNDARIES**, **act with integrity** and promote excellence for all staff.
-  **S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.
-  **U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.
-  **P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood's policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: 03/31/2009

## NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker's Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.