



Department of Public Works
Operations Division- Sanitation Services

Jerrel Kruschke, P.E.
Commissioner of Public Works

Danielle A. Rodriguez, M.B.A.
Director of Operations

Rick Meyers
Sanitation Services Manager

January 17th, 2025

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Temporary Appointment – Jackson, Slyjazz

Dear City Service Commissioners:

DPW Operations Division respectfully requests a six-month temporary appointment extension to the position of Yard Attendant for Mr. Jackson. The original temporary appointment began on November 11th, 2024 and will end on February 5th, 2025. In anticipation of its expiration, I respectfully request that the temporary appointment be extended six months from February 6th, 2025 to August 6th, 2025.

Mr. Jackson was a referral from Wisconsin Community Services. He is filling a critical need in the Lincoln Self Help Yard where there are currently three vacancies and 1 filled position. The yard attendants are responsible for identifying and inspecting waste materials being brought in to ensure that materials are acceptable and to assess the applicable charges. As well they provide guidance and monitors customers use of the work site to ensure safety. This is the first extension request.

Thank you for your consideration. If you have any questions or concerns, please contact Rick Meyers, Sanitation Services Manager (x2332 rmeyer@milwaukee.gov) or Makisha Porter, Operations Human Resources Administrator (x3255 or mmporte@milwaukee.gov).

Sincerely,

Danielle Rodriguez, M.B.A.
Director of Operations

DAR:mmp
cc: Dan Thomas, Rick Meyers, Alan Kerr



Department of Employee Relations
 200 E. Wells Street, Room 706
 Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION DPW/Operations - Sanitation	LAST NAME Jackson	FIRST NAME Slyjazz	INITIAL
AUTHORIZED POSITION TITLE Yard Attendant	PAY RANGE 8DN	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 2/06/2025	ANTICIPATED EXPIRATION DATE 08/06/2025	T.A. RATE OF PAY 2,052.69
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: This position is filling a critical need in the Lincoln Self Help yard, where we currently have three vacancies and only one position filled. The yard attendants are responsible for identifying and inspecting all waste materials being brought in to ensure that the materials are acceptable and to assess applicable charges. Yard Attendants provide guidance and monitor customers use of the work site to ensure			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: We received the candidate from the Wisconsin Community Services			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u> Riverside Adult School, Milwaukee - High School Diploma	<u>WORK EXPERIENCE:</u> A combined years worth of experience adhering to strict food safety regulations, maintaining sanitized machinery and work areas, performing detailed inspection of finished products, and monitoring production line operations.	<u>OTHER REQUIREMENTS (i.e. LICENSES):</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTIVE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER Rick Meyers	SIGNATURE <i>Rick Meyers</i>	TITLE Sanitation Services Manager	DATE 1/17/2025
APPROVING OFFICER Danielle Rodriguez	SIGNATURE <i>Danielle Rodriguez</i>	TITLE Director of Operations	DATE 1/17/2025
<i>THIS SECTION FOR DER REVIEW</i>			
DER REVIEW COMPLETED BY	SIGNATURE	TITLE	DATE



TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Jackson, Slyjazz		2/6/25
POSITION TITLE	PAY RANGE	RATE OF PAY
Yard Attendant	8DN	2,052.69

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Slyjazz Jackson
 Temporary Appointment Applicant Signature

1-17-25
 Date Signed

ERIC MMSCHINSKE
 Witness Name (Print)

[Signature]
 Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service	Finance
Commission:	Committee:
Fire & Police	Common
Commission:	Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/12/2023		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of			Bureau:		Unit:
			Division: Operations		Section: Sanitation
6. Work Location: Field Locations			Telephone:		Work Schedule:
			Email:		Hours: / Days:
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10.	Official Title: Sanitation Yard Attendant			Pay Range	Job Code
	Underfill Title (if applicable):			8DN	104961
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by:	
				Date:	

11. BASIC FUNCTION OF POSITION:

This support position performs medium to heavy manual labor, frequently outdoors during inclement weather or in unpleasant working conditions and outside of regular work hours. This position provides administrative support to Sanitation field managers including data entry and retrieval, customer service and other general duties. This position is involved in snow and ice operations and requires a considerable amount of overtime work.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
20	<ul style="list-style-type: none"> Cart inventory maintenance including delivery, retrieval, off loading & repair/cleaning of cart. Verify, record, and update cart type, quantity and serial numbers associated with addresses where City carts are deployed.
10	<ul style="list-style-type: none"> Removal and cleanup of debris, spills and memorials in public right of way to maintain public safety.
10	<ul style="list-style-type: none"> Special events support including delivery and retrieval of garbage and recycling containers and other miscellaneous services.
10	<ul style="list-style-type: none"> Maintenance and clean up of sanitation yard, equipment and tools.
10	<ul style="list-style-type: none"> Manufacture brine; manually clean brine equipment; ensure adequate storage; monitor the filling of Tankers and Salt trucks before and during winter operations. Report inventory of salt, sand and liquid calcium chloride.
10	<ul style="list-style-type: none"> Serve as backup staff to assist in collection of garbage and recycling as needed..
5	<ul style="list-style-type: none"> Provide excellent customer service to elected officials and citizens related to service requests/complaints.
5	<ul style="list-style-type: none"> Delivery of cart tags and other notices to residents re: garbage, recycling or other sanitation services.
5	<ul style="list-style-type: none"> Perform public right of way lawn repair & repair of freestanding mailboxes from excessive damage by city vehicles or equipment.

B. PERIPHERAL DUTIES:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Operate hand tools such as hammers, saws, wrenches, etc., as well as small engine power equipment such as lawn mowers, trimmers, leaf blowers and pressure washers.
5	<ul style="list-style-type: none"> Assist drivers with mounting plow blades and performing other snow related activities such as shoveling snow, spreading sand or salt on city streets, walkways and other areas as assigned. Installation of snow fencing as well as snow guide markers along public right of ways during the winter season.
5	<ul style="list-style-type: none"> Other duties as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Sanitation District Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Work is assigned by the Sanitation District Manager or Sanitation Supervisor. While incumbents are expected to carry out assignments with a high degree of independence, daily activities and work in progress are subject to supervisor's review and approval.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 0.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:
High school graduate or equivalent.
- ii. Knowledge, Skills and Abilities:
Excellent customer service skills and communication skills including ability to deal tactfully and communicate effectively with citizens and public officials. Initiative to work independently with minimal supervision. Ability to perform under pressure and maintain a professional demeanor. Ability to understand and carry out oral and written instructions. Good interpersonal skills.
- iii. Certifications, Licenses, Registrations:
A valid Wisconsin drivers license
- iv. Other Requirements:
Good physical condition and ability to lift and carry heavy objects. Ability to withstand prolonged exposure to variable weather conditions. Ability to work odd and irregular hours during emergencies. Good keyboarding skills are required for data entry into work management systems.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to

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enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input checked="" type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** _____%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:


<input type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/>	Handcart	<input type="checkbox"/>	PC software
<input checked="" type="checkbox"/>	Hand tools (please list): Broom, rake, hammer, drill, lawn mower, snow blower, shovel, etc.		
<input checked="" type="checkbox"/>	Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register		
<input type="checkbox"/>	Other (please list):		

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristic that contribute to an individual's ability to perform well in the job, and any other special considerations.)

This position is involved in emergency snow operations and requires frequent work outside of normal working hours including nights, weekends, and holidays. The schedule can be long and unpredictable depending on weather or other events. This position occasionally serves as a lead worker on special projects such as field survey work and litter pickup crews.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

M. I believe that the statements made above in describing this job are complete and accurate.



Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



SLYJAZZ JACKSON

Summary

Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

Skills

- Food safety monitoring
- Physical Stamina
- Stock management
- Machinery Maintenance
- Sanitation Standards
- Health and Safety Regulations

Experience

General Mills via Elite Staffing |
Milwaukee, WI
Food Production Worker
02/2024 - 06/2024

- Operated machinery to process, package, and store food products.
- Cleaned and sanitized work areas and equipment to meet health standards.
- Followed all safety protocols in the production area.
- Assisted with unloading shipments of ingredients as needed.
- Labeled finished product containers with required information.
- Transported finished goods using a forklift from the production area to designated storage areas.

Wetzel Company via Staffing Partners |
Milwaukee, WI
Production Worker
04/2022 - 07/2022

- Operated forklift to move materials and finished products within warehouse.
- Loaded and unloaded delivery trucks with pallet jacks and hand carts.
- Inspected product quality prior to packaging and shipment.
- Assisted in setting up production lines for manufacturing processes.
- Followed safety protocols while operating machines and equipment.
- Monitored production line operations to ensure efficiency and accuracy.

Quad Graphic via Staffing Partners |
Milwaukee, WI
Saddle Stitch Operators
08/2020 - 11/2020

- Executed machine operation adhering to safety standards
- Make ready the stacker, tiers, mail head, and mail control.
- Operate and manage various components of the saddle stitcher including pockets, gatherer, stitcher heads, and others.
- Assisted other master operators with start-ups as much as possible when their line is down.
- Aid material handlers in continuous and self-supported operations
- Ensure proper functioning of safety devices (i.e. guards, stop buttons).
- Maintain a safe and clean work environment.
- Perform additional tasks as needed or assigned.

Education and Training

Riverside Adult School | Milwaukee
High School Diploma
06/1993