

## Illume Job Description

- Must be able to lift at least 25lbs.
- On your feet all day, bending, twisting and reaching is required
- Working in a strong fragrant environment
- Must be comfortable working in a fast pace environment & perform a variety of tasks

Employees will be required to perform a wide variety of task involved in the candle manufacturing process. Some of the duties are:

- Placing of wicked containers on line to be filled with wax.
- Straightening of wicks, using needle nose pliers.
- Cleaning of candles using cleaning supplies such as rags, micro fiber clothes and chemicals such as rubbing alcohol, glass cleaner, and goo gone.
- Packaging of candles that may involve activities such as: Building shippers (boxes), labeling shippers, placing the candles inside the boxes, pelletizing of packaged candles, and other packaging duties as assigned.

Employees must be able to perform cleaning duties as well as other duties as assigned.

### Job Attire:

- No loose clothing
- T-shirts (short/long sleeve)
- Jeans/pants/shorts (at knee level)
- Tennis shoes/boots - No open toed shoes
- Long hair must be pulled back

Employees will be held responsible for following all company rules and procedures as directed by the production manager or supervisor. Employees are responsible for maintaining a clean and safe work environment as well as the quality of all Illume products.

By signing below, I am stating that I understand all requirements of the job and feel that I am able to perform all of them without any restrictions.

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Signature

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Date