

MANUFACTURING DAY

Thursday, October 21, 2021

Thank you for your willingness to allow local high school students to tour your plant and learn about the employment opportunities in Kingman. Manufacturing Day is to help our high school students become aware of career opportunities in the Kingman area.

Some things to be aware of:

- All student groups will be accompanied by at least one adult chaperone.
- Safety glasses, ear plugs and face masks will be handed out to all students during the welcome session at the Airport Administration Building. Any other PPE required for your company is the company's responsibility (IE: Safety vests)
- The high school faculty and/or a student photographer will ask if they can take photographs in the plant. That decision will be up to each plant/tour operator.
- The duration of each tour should be approximately 45 minutes. This includes any sign ins and temp checks required by your facility, and any welcome/introductory information. The schedule of tours will be sent next week.
- Tours are scheduled for 9:15am, 10:30am and 1:00pm. All companies are scheduled to host tours at all 3 tour times, unless previously indicated when you signed up.
- Please adhere to the allotted time as we have a lot to fit in the day. The group chaperones will help keep track of time and will let you know when it's time to wrap up, if necessary.
- If your company is handing out any giveaways/takeaways for tour groups, please plan for 30 – 50 total students/chaperones for the day.

The content of the tour is at the discretion of the company. Please try to cover the following:

1. An orientation of your company and manufacturing process of the plant.
2. Information on types of jobs available at your business (front office, laborers, production, shipping/receiving, etc.)
3. The supply chain of your company, e.g., where do the raw materials come from; how do they get to the plant; how are the finished products shipped out, where do the finished products go; how a "glitch" in the supply chain affects your business
4. What waste products do you have and where do they go?
5. The types of skills (education, licenses and certifications) needed to work at the various stations of your plant. (Include Science & Math if used!)
6. What characteristics (dependability, work ethic, social skills, drug-free & criminal free history, etc.) must a person have in order to be considered for employment with and in order to keep a job with your company?
7. What are the entry level jobs with your company? How do you advance?

If you are no longer able to participate, please email bvanhoose@kUSD.org no later than Tuesday, October 19. Otherwise, we look forward to seeing you on the 21st!

Thank you for opening up your plant and taking time for this event.