



**CROWN STAIR**  
**1045 Georgetown Road Unit C-1**  
**Lexington, KY 40511**  
**Office 859-255-4477 Fax 859-258-9772**  
*"Built right - One step at a time"*

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**JOB DESCRIPTION**

**Job Title:** Wood Shop Helper/ Assembler

**Basic Function**

Responsible for assisting in all duties related to building company products in accordance with established standards.

**Responsibilities**

1. Assemble assigned product in accordance with production guidelines.
2. Report problems or discrepancies to supervisor
3. Perform inspection of completed product in accordance with company quality standards.
4. Move finished products to loading area as needed.
5. Operate shop equipment and machinery in accordance with safety requirements.
6. Notify supervisor of equipment malfunctions, personal injuries or related occurrences.
7. Assist with assigned responsibilities such as preventative maintenance and equipment repair.
8. Adhere to all company policies and procedures paying special attention to health and/or safety procedures.
9. Wear personal protective equipment in accordance with training guidelines
10. Perform other related duties as assigned.

**Skills**

- |   |                             |
|---|-----------------------------|
| Oral Communication Skills                     | Planning                    |
| Written Communication Skills                  | Organization                |
| Interpersonal Communication Skills            | Diplomacy                   |
| Math Skills                                   | Professionalism             |
| Time Management                               | Presentation                |
| Reading Skills                                | Lifting at least 150 pounds |
| Ability to stand for extended periods of time |                             |

**Education/Training**

Degree: High School Diploma or Equivalent

**Experience**

Prior experience helpful but not required.

Are you able and willing to perform the functions and responsibilities of the job, per the job description? \_\_\_\_ Yes  
 \_\_\_\_ No. If no, why? \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signed Name

\_\_\_\_\_  
 Date