



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"

JOB DESCRIPTION

Job Title: Woodworker/ Lead Assembler

Basic Function

Responsible for leading and/or performing all duties related to the preparation and assembly of company products.

Responsibilities

1. Lead building of jobs in accordance with shop plans and/or verbal/written instructions.
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. Maintain a neat and orderly workplace at all times, to include sweeping and removing/disposing of debris.
6. Operate shop equipment and machinery in accordance with safety requirements. Immediately notify supervisor of equipment malfunctions, personal injuries or related occurrences.
7. Lift and carry materials and equipment throughout work areas using appropriate equipment.
8. Assist with other assigned responsibilities such as preventative maintenance.
9. Adhere to all company policies and procedures paying special attention to health and/or safety procedures.
10. Wear personal protective equipment in accordance with training guidelines.
11. Perform other related duties as assigned.

Skills

Leadership Skills	Planning
Teaching Skills	Organization
Interpersonal Communication Skills	Diplomacy
Math Skills	Professionalism
Time Management	Presentation
Reading Skills	Lifting at least <u>150</u> pounds
Oral Communication Skills	Ability to stand for extended periods of time
Written Communication Skills	

Education/Training

Degree: High School Diploma or Equivalent

Experience

Prior woodshop experience helpful.

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

Signature

Date