

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

---

|                      |                 |                           |
|----------------------|-----------------|---------------------------|
| <b><u>Title:</u></b> | Shop Supervisor | PDE No.: 2                |
|                      |                 | Revision: 2               |
|                      |                 | Date Adopted: Aug 8, 2011 |
|                      |                 | Resolution: 2011-16       |

**General Responsibilities:**

Shop Supervisors are responsible, on behalf of Greenville Woodworkers Guild, Inc. (the “Guild”), for the supervision of activities at the woodworking shop located at the Greenville Woodworkers Education Center (the “Shop”). At least one Shop Supervisor shall be present whenever the Shop is in use. The Shop Supervisor is in charge of all on-site Shop operations in accordance with the terms of the policy established by the Guild governing use of the Shop (the “Policy”). He/she shall provide assistance and instruction to Shop users regarding Shop rules, procedures and machinery setup and usage. The Shop Supervisor shall take any and all actions that he/she determines are reasonably necessary for the safe, efficient and orderly operation of the Shop and shall correct or terminate any activity that is not consistent with such operation and/or is not in compliance with the Policy or other shop rules and procedures.

**Authorization:**

Shop Supervisors are appointed by and receive direction from the Woodworking Shop Manager and serve at the pleasure of the Woodworking Shop Manager. The Woodworking Shop Manager may serve as a Shop Supervisor at any time.

**Specific Duties and Responsibilities:**

- Maintain the schedule of Shop work sessions as directed by the Woodworking Shop Manager.
- Ensure that all persons in the Shop during hours of operation have signed a Liability Release Waiver.
- Enforce safety rules and procedures.
- Enforce rules and procedures for use of various equipment and machines.
- Indoctrinate Shop users as to Shop rules and procedures.
- Assist Shop users in machine setup and operation.
- Maintain Shop facilities as directed by the Woodworking Shop Manager.
- Maintain Shop equipment as directed by the Woodworking Shop Manager.
- Collect usage information and statistics as directed by the Woodworking Shop Manager.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Shop.
- Perform any other duties as directed by the Woodworking Shop Manager.