

Greenville Woodworkers Guild, Inc.
Position Description

Title: Shop Assistant

PDE No.: 3
Revision: 3
Date Adopted: Aug 8, 2011
Resolution: 2011-16

General Responsibilities:

Shop Assistants are responsible for assisting the Woodworking Shop Manager, Shop Supervisors and shop users at the woodworking shop located at the Greenville Woodworkers Education Center (the "Shop").

Authorization:

Shop Assistants are appointed by the Woodworking Shop Manager and serve at the pleasure of the Woodworking Shop Manager. Shop Assistants receive direction from the Woodworking Shop Manager and/or Shop Supervisors.

Specific Duties and Responsibilities:

- Perform any actions necessary for the safe, efficient and orderly operation of the Shop as directed by the on-duty Supervisor.
- Perform supervisory duties when the Shop Supervisor is occupied or otherwise unavailable.
- Be familiar with shop procedures and regulations and monitor activities to insure that procedures and regulations are complied with.
- Help/advise shop users with their work.
- Encourage and help shop users to return supplies and tools to the proper storage areas and to clean-up work areas. Insure proper disposal of waste and scrap.
- Monitor use of the dust collection system. Empty the barrel and beat the filters and/or instruct shop users to do so.
- Insure computer updates are made and that records and logs are updated appropriately. Verify that a Liability Release form is on file for each shop user.
- Check-out and check-in tools as required.
- Assist shop users with wood sales and insure that payment procedures are followed.
- Monitor activities in the bench room, library, assembly room and other areas that are out of sight of the Shop Supervisor.
- Perform any other duties as directed by the Woodworking Shop Manager.