



Custom Shop Supervisor

Job Scope

This position is responsible for the overall daily activities in the Custom shop, including the supervision of individual staff members, to ensure timely and accurate production of orders.

Functional Responsibilities

- Review and prioritize custom work orders to meet customer's demands
- Oversee and provide direction ensuring a high level of quality standards are met.
- Manufacturing of stair treads, starting steps, round top casings, mantels, cabinetry, and custom moldings
- Take an active role in production planning
- Handle woodworking equipment and tools proficiently and safely
- Provide leadership skills and with manufacturing knowledge of the best process, to manage the daily operations for the plant.
- Clarify conflicting, incomplete, or inaccurate information
- Assess the future workload and determine the resources needed as well as the schedule
- Work with department supervisors to coordinate restocking of depleted materials
- Enforce OSHA safety regulations as they pertain to shop situations
- Ensure that the shop is maintained and is a clean uncluttered workspace
- Maintain inventory levels for consumables (i.e. wood putty, biscuits, sand paper, etc.)
- Analyze daily, weekly, and monthly results to identify specific areas for improvement.
- Solicit quotes for equipment replacement and repair when necessary.
- Research new and updated equipment available in the Marketplace, and evaluate how this may or may not benefit Van Millwork

Other

First Shift

Monday-Friday 6:00a.m. – 2:30p.m.

Hourly/Non-Exempt