**Position title: Custom Detail Assistant FLSA: Non-Exempt**

**Reports to: Production Manager - Detail Date: March 2022**

**POSITION SUMMARY**

This position is responsible for executing the support needed by the department to ensure successful communication within that department and throughout the cabinet shop. This position effectively communicates with all departments to ensure information is accounted for and provided to meet custom production schedule, customer schedules and requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Print paperwork from production database for the detail department, to include production paperwork, install prints, etc.
* Review paperwork for correct and complete information.
* Updated production database with information and notes as needed to include notes on work orders, update status of work orders, save documentation in production database folders, etc.
* Maintain custom department schedule, to include creation of schedule, adding information from production database to department schedule, updating information, etc.
* Coordination of assigned builders and workload tracking.
* Material coordination to include checking on material in stock, eta’s of upcoming materials, listing materials used in the department for work orders, etc.
* Printing and delivering install prints to the appropriate departments (shipping, prefinish, etc.).
* Coordination with other departments (prefinish, etc.) on items being processed.
* Standard administrative tasks to include filing, printing, spreadsheets, emails, processing paperwork, packaging, delivering parts & pieces, miscellaneous tasks, etc.

**EXPERIENCE AND EDUCATION**

* High School diploma or GED
* Two or more years of custom millwork and cabinetry working experience.

**SKILLS AND ABILITIES**

* MS Excel knowledge required.
* Solid math skills (addition, subtraction, multiplication, division, fractions).
* Minimum (1) year casework construction knowledge.
* Ability to read and interpret engineering drawings.
* ERP Software knowledge desirable.
* Familiarity with a wide variety of building materials.
* Professionalism and good organizational skills.
* Good verbal communication skills
* Good understanding of how all departments work & connect together.
* Good understanding of cabinet construction and use of materials.
* Ability to work in a fast-paced environment and to be flexible to schedule changes
* Upbeat, infectious attitude.
* Be familiar with OSHA safety standards for a manufacturing facility.

**QUALIFICATION REQUIREMENTS**: The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Standing approximately 8-10 hours, 5 days a week, depending on business need. Must be available to work 8-10 hours, 5 days per week; may be required to work 6 days/week depending on business need.
* Use of hands to finger, handle or feel objects, tools, or controls; and talk and hear. Specific vision abilities required by this job include close vision, particularly reading that may be very fine print.
* The employee will regularly be twisting, bending, squatting, pushing, and moving or lifting 10-15 pounds. The employee will frequently lift and/or move 10-25 pounds and occasionally lift and/or move up to 50 pounds. Conveyance systems are available to move cabinet/drawer pieces as well.

**WORK ENVIRONMENT**: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is occasionally exposed to vibration.
* The noise level is usually loud.
* May be exposed to hazardous chemicals in the workplace.

**SAFETY EQUIPMENT**: Frontier Door and Cabinet’s Safety Program and all established safety rules must be followed, and equipment used where required. This will include safety glasses and hearing protection. This position will also require use of gloves, safety glasses, and dust masks and at times a respirator.

**ACKNOWLEDGMENT**

I have received, reviewed, and fully understand the job description for Detail Worker. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Print Name Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Print Name Supervisor Signature Date