

Job Description

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Title:	Hardware Kitter/ Assembler
Directly Reports to:	Final Assembly Supervisor
Reporting to this position:	none
Job Family:	P1 / P2
Classification:	Hourly
EEO-1 Category:	Operatives

Position Purpose: Print Kitting Slips, gather needed components and stage with correct units. Hang doors, attach fronts to drawer boxes, install drawer boxes and necessary pieces to complete units.

Required Education and/or Experience:

High School diploma or equivalent

Required Knowledge, Skills, and Competencies:

- Work with others as part of a team
- Accurately use tape measure and other measuring devices
- Ability to perform basic math functions
- Ability to distinguish between various wood species
- Knowledge of door styles, panel types, edge profiles, and codes
- Ability to make decisions within a set of guidelines
- Ability to read and understand required internal paperwork
- Ability to prioritize projects and meet deadlines
- Ability to enter and verify information in various menus on a computer or similar electronic display
- Effective and appropriate oral and written communication skills

The duties listed in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

The job duties listed below are the fundamental job duties of this position. Failure to perform any one of these duties would substantially alter the nature of the position. To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.

- Read and follow departmental Standard Operating Procedures (SOP) in the course of performing duties
- Create and maintain Standard Operating Procedures (SOP) for the duties performed in this position.
- Work at speed required to maintain proper production flow and on time delivery to internal customers
- Inspect all incoming parts for adherence to quality standards and verify that own work meets standards
- Respond correctly when quality problems are identified and/or involve others as needed
- Communicate relevant information positively and effectively to others in timely manner
- Read and follow safety procedures, including Lock Out/Tag Out protocol, PPE, safety guards and shields and other safety procedures
- Promptly report all injuries and unsafe conditions
- Regular and on-time attendance for full shift schedule and overtime when needed
- Seek and perform alternate, productive tasks to keep busy during unexpected down time
- Follow priority criteria on throughput
- Unload line and stage other items appropriately with correct unit on assembly line.
- Attach hardware, doors, drawers and other interior components using pneumatic screw gun.
- Measure dimensions of units with tape measure. Inspect product for quality and write reworks and shortages as needed.
- Install or insert sub assemblies such as wood grid clips etc. using hand tools.

Marginal Functions

- Rotate to other production positions as needed
- Accurately enter and edit production information and/or write reworks
- Move product into and out of work area
- Get supplies
- Clean the work area and maintain 5S guidelines
- Train others
- Attend and participate in team meetings and training sessions
- Make suggestions for improvement to processes
- Participate in the stretching program
- Perform other duties as assigned or requested

Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

While performing the duties of this position, the employee is regularly required use hands to finger, type, handle, or feel objects, tools, or controls. The employee occasionally is required to reach above shoulders with hands and arms. Repetitive rotation and flexion of wrists to apply force may be required.

The employee is frequently required to sit, stand and walk in production areas. Also rarely required to climb or balance; and stoop, kneel, crouch, or crawl.

Use of foot to operate foot pedal is required. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The employee is regularly required to talk and hear to communicate with others. The noise level in the work environment is loud, consistent with normal shop conditions. Office volume level is quiet.

While performing the duties of this job, the employee is routinely exposed to normal shop production environment which sometimes include noise, dust, vibration and exposure to running mechanical equipment.

Protective Clothing Required

Safety glasses are required in all production areas

Gloves may be required for some tasks

Dust masks may be used based on employee preference

Tools/ Equipment Used

- Tape Measure
- Square
- Computer
- Phone/Office Equipment
- Calculator
- Hammer
- Clamps
- Pneumatic drill and screw guns
- Glue
- Hot Melt Machine
- Straight edge

Vision Requirement:

Specific vision abilities required by this position include clear vision at 24 inches or less, color vision, peripheral vision and the ability to adjust focus.