

COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

WOOD DOOR

FABRICATOR

Summary:

- Locate Order; verify ticket information to be sure you have correct job and material.
- Verify sales order number on paperwork matches number stamped on doors
- Check thickness and bevel of doors before loading into the machinery.
- Run needed processes, hinges, 86 pocket, light kit, louvers, function holes, and so on.
- Clean up warehouse area
- Observe safety practices
- Check all lock and hinge preps with the appropriate hardware to verify proper fit.
- Double check the measurements and doors.
- Run a dummy door to check measurement at the beginning of each job.
- Label door with sales order number, door handing and company's name that the job is being done for.
- Report any safety departures
- If certified by Hull Supply, operate forklift
- Label with the proper fire rating, date and mineral core stamp if applicable.
- Make sure door is clean and free from scratches.
- Repair if possible if not forward door to painter/stainer.
- Tag every job w staging copy upon completion or by sending to CNC area.
 - Notify Bryan Kever immediately with any production errors.
- Use door and pallet jacks
- Other duties as assigned

Requirements / qualifications:

- Great Customer Service skills: Courteous, personable, alert, listens well, communicates well; cooperative team player for customer service team
- Be able to multi-task
- Possess good basic math skills: multiply, add
- Be able to work with measurements and read tape measures to 1/16" accuracy
- Be able to lift 75-100 lbs, repeatedly, throughout day
- Be very familiar with hand tools and power tools
- Detail oriented
- Possess knowledge of product, item codes, and location of items in warehouse
- Forklift operation
- Excellent attendance and promptness

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Name

Date Received

Supervisor Name

Date Approved

Rick Hull, CEO

Date Approved