

Kansas City Woodworkers' Guild

Shop Foreman Position

The position of Shop Foreman is a volunteer position to promote the Guild outreach programs; teach woodworkers; promote fellowship with our peers and sustain our community. The Shop Foreman position is under the Director of Assets and Director of Training.

Qualifications of the Shop Foreman Position:

- A minimum of five years of woodworking experience with the type of power equipment in the Guild wood shop.
- Demonstrates a positive disposition, skills in using machines & tools, safety knowledge, and good interpersonal skills.
- A personal interview by a safety committee member.

Shop Foreman Responsibilities:

- General supervision of shop activities during open shop, clinics, classes, workshops, and guild projects.
- Supervision of safety in the shop.
- Perform routine maintenance on shop tools and equipment.
- Ensure security of the shop and tools while on-duty.
- Provide communication of the shop issues to the Director of Assets and the Director of Training.
- Oversees clean-up of the shop at the end of shop work periods.
- Mentor guild members working in the shop.
- Facilitate the Orientation Safety Training of new members once a year.