

# Alabama Woodworkers Guild Position Description

PD No.  
Date Adopted

Title: Shop Supervisor

## General Responsibilities:

Shop Supervisors are responsible, on behalf of Alabama Woodworkers Guild (the "Guild"), for the supervision of activities at the Woodworking Center. At least one Supervisor shall be on duty whenever the Shop is in use. The Shop Supervisor on duty is in charge of all on-site Shop operations in accordance with the terms of the policy established by the Guild governing use of the Shop (the "Policy"). He/she shall provide assistance and instruction to shop users regarding Shop rules, procedures and machinery setup and usage. The Shop Supervisor shall take any and all actions that he/she determines are necessary for the safe, efficient and orderly operation of the Shop and shall correct or terminate any activity that is not consistent with such operation and/or is not in compliance with the Policy or other shop rules and procedures.

## Authorization:

Shop Supervisors are appointed by and receive direction from the Shop Manager. The Shop Manager may serve as a Shop Supervisor at any time.

## Specific Duties and Responsibilities:

- Perform any and all actions necessary for the safe, efficient and orderly operation of the Shop.
- Maintain the schedule of shop work sessions as directed by the Shop Manager.
- Ensure that all persons in the shop during hours of operation have signed a Liability Release Waiver.
- Ensure that each person working in the Shop has completed safety training on the equipment he is using and that all the required certifications are in place.
- Administer training as necessary to certify members on individual equipment.
- Enforce safety rules and procedures.
- Enforce rules and procedures for use of various equipment.
- Indoctrinate Shop users as to Shop rules and procedures.
- Assist Shop users in equipment setup and operation.
- Maintain Shop facilities.
- Maintain Shop equipment.
- Collect usage information and statistics.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Shop.
- Assure that the Shop is clean and secure at the end of his/her shift.
- Perform any other duties as directed by the Shop Manager.