

# **WoodenBoat School**

## **JOB DESCRIPTION – SHOP MANAGER**

SEASON: late April/early May through early/mid-October with potential for full- or part-time work in off-season for WoodenBoat Publications, Inc.

\$25/HR plus Room and Board if needed.

NOTE: This is a seasonal position and, in no way, guarantees future work at WoodenBoat School.

CANDIDATES: Previous woodworking and boatbuilding experience is a must. Also necessary is a thorough knowledge of woodworking tools and stationary machinery and the ability to troubleshoot problems with them. Basic plumbing and electrical experience would be beneficial but is not a requirement. Previous experience with working within a budget also required.

### **RESPONSIBILITIES:**

- Implement and oversee a clean, safe working environment throughout the school year. This includes a mandatory shop safety orientation presented to instructors and students each Sunday evening and Monday morning for students taking shop courses.
- Supervise, train, and develop the Shop Assistants. Keep accurate weekly time sheets for individual shop staff members.
- Communicate with all instructors prior to their arrival to teach regarding classroom set-up, course materials needed, etc.
- Create and manage an inventory of shop supplies (wood, fasteners, adhesives, hardware, sandpaper, etc).
- Work within an established budget for course materials, shop equipment/fixtures, and shop equipment repairs/maintenance. Organize all shop purchase orders and present to WoodenBoat Publications, Inc. Accounting Dept. in a timely fashion.
- Provide assistance to instructors and students whenever needed.
- Implement and oversee a regular maintenance program for all hand tools and shop equipment.
- Maintain interiors and exteriors of all school buildings (shop, dorms, campground washroom, pole storage buildings, and Boathouse).

- Oversee a safe shop and other school buildings on campus. Maintain all first aid kits, fire extinguishers, smoke alarms, and other safety equipment throughout shops and student dorms on a regular basis. Check furnaces, shop wood stoves, and chimneys on an annual basis.
- Establish contacts with various vendors of lumber, hardware, fasteners, epoxies, paints, gases, etc.
- Assist our waterfront staff with repairs on boats in our fleet. Provide assistance with Boathouse and dock maintenance.
- Oversee maintenance of campground and campground washroom facility.
- Keep shop dumpster clean and serviced.
- Assist our kitchen crew whenever necessary, especially with the daily delivery, set-up, and return of student lunches at the shop.
- Always welcome guests and visitors in a professional and courteous manner.