



## Job Description

**Job Title –** Wood Workshop Supervisor

**Line Manager -** Workshop Manager

### Job Purpose

As part of our woodwork team you will -

- actively observe all safety procedures in relation to use of workshop equipment by staff, volunteers, and workers.
- develop workers skills by supporting them in their woodwork, personal development, and related activities as part of your role.
- work with individuals and groups of workers encouraging them to engage in their work, develop skills to the best of their abilities as part of your role.

### Day to Day

- Produce component parts for stock items to maintain availability for workers.
- Carry out regular cleaning of machinery alongside other staff.
- Encourage staff and volunteers to keep workshop tidy.
- Maintain awareness of workshop safety procedures for staff, workers, and volunteers.
- Promote careful use of materials to avoid excessive waste.
- To monitor stock levels of consumables and put timely orders in with the office to ensure continuity of supply.

### Duties and Responsibilities

- To participate in lunchtime supervision/door duty as per weekly rota.
- To develop workers by supporting them in their activities when required.
- To contribute to design and development of new products in conjunction with the rest of the staff team – once you become established in your role.
- To represent JRW at external events
- Attend quarterly reviews with line manager.
- To attend weekly staff meetings.
- To attend specialist training courses as deemed appropriate by management.
- **To carry out any reasonable request from management as appropriate.**

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