

Summary:

The Assembly position is responsible for assembling solid wood, high end, high quality casegoods.

Essential Duties and Responsibilities include the following:

- Responsible for reading the ticket and asking questions to understand what is stated on the ticket for the order.
- Organize and look for defective parts (replace if necessary), dowel necessary parts the start sub-assembling the frame, tie in parts when needed to make sure all contact surfaces are covered with glue.
- Bottom out the frame (build base parts), tie in parts when needed, make sure all contact surfaces are covered with glue.
- Check and square up the frame (tape measure reading required) and make sure frame is level.
- Apply corner blocks (double check to make sure it is level and square and make sure joints are tight with no cracks), tie in parts when needed, make sure all contact surfaces are covered with glue.
- Wash off excess glue squeezed out from fitted joints with a damp rag and tooth brush.
- If frames requires arm assembly, use proper gauges to make sure these are in the correct place, tie in parts when needed, make sure all contact surfaces are covered with glue.
- Review frame and verify there are no defects and take to the next work station.
- Must be able to properly use wide crown staple gun, tape measure, screw driver, drill, bar clamps, belt clamps, ziz wheel, brad nail gun, hammer (metal and rubber), and staple gun.
- Must be able to work with dowel pins, glue, screws, staples, nails of all types, flue brush and assorted tooling attachments.
- Must be able to tie parts together on frames (flush joints/welt grooves).
- Must follow all safety policies and procedures
- All other duties as assigned