

# Wood Workshop Manager

## Job Description

### Tasks

*Supervise volunteers who are your 'apprentices' in the workshop:*

- To work alongside volunteers in the Workshop and oversee them in tasks that you have given them, health and safety procedures, and inductions appropriate to their activities
- To develop the range of products at BWRP that can be made with the involvement of volunteers
- To be proactive and encouraging in giving volunteers opportunities to develop their skills and knowledge in timber and woodwork.

*Management of the Workshop and associated tools, materials and products at BWRP:*

- Maintain all of BWRP's woodworking tools, equipment, fixings, PPE and similar goods within a budget.
- Carry out and keep accurate records of all health and safety procedures and maintenance in the Workshop.
- Be the point of contact for customers for workshop orders, and ensure the accurate and timely completion of them in collaboration with volunteers.
- Continue the ongoing development of the Workshop facility.

*Wood Shop Duty :*

- To cheerfully attend to customers who visit the Wood Shop.
- *To carry out all the necessary shop procedures with diligent attention to detail.*

*Undertake reasonable tasks set by your supervisor:*

- Work flexibly to stand in for other staff members in circumstances of illness or holiday cover.
- To work as part of a team co-operatively with other staff to ensure the smooth running of the project as a whole.