



# HATCHSPACE

A Community Woodworking Shop and School

## JOB DESCRIPTION

**TITLE:** Shop Assistant

**REPORTS TO:** Shop Lead

**STATUS:** Part-time hourly, weekends (12-16hrs/wk)

**COMPENSATION:** \$22.50/hr

### JOB SUMMARY

The Shop Assistant helps to expand weekend open hours at HatchSpace while supporting a clean and well-organized shop environment for our members, students, and instructors. Working under the direction of the Shop Lead, with input from Executive Director, volunteers and members, the Shop Assistant is responsible for opening HatchSpace shops on the weekends, providing routine shop maintenance and repairs, and offer limited support to members and their projects. An important success factor in this role is a commitment to excellent customer service in a busy wood shop environment.

### JOB RESPONSIBILITIES

#### Shop Oversight

- Open and close HatchSpace on weekends, ensuring member and public access from 10AM to 4PM on Saturdays and Sundays.
- Welcome members and ensure all visitors sign in. Ensure that authorized users use only the machines they are checked-out on. Provide tours for the public.
- Ensure that shops are clean and orderly during the weekends, and “work ready” Monday mornings. This includes some sweeping, waste disposal, and organization.
- Keep track of consumables used over the weekend; replenish replacement parts and supplies when possible. Provide order information to the Shop Lead.
- Keep records of all equipment change-overs, tune ups, repairs and tag outs that occur over the weekend; report key updates to the Shop Lead.

#### Members and Program Support

From time to time, the Shop Assistant may be asked to provide limited support to members and their projects as well as instructors and students. This includes:

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- Provide guidance on the safe operation of tools to authorized users who have questions or concerns
- Give shop orientations to new members, helping them to identify the location of hand tools and consumables
- Offer guidance to members around set up for particular processes including the use of fences, sleds, jigs and other tool accessories
- Support instructors as needed for class preparation and student guidance

### **REQUIRED SKILLS AND QUALIFICATIONS**

- Experienced shop user with a knack for problem-solving
- A welcoming and inclusive disposition, ability to advance stewardship goals
- Hard working, with an affinity for physical activity and tenacity to see things through
- Organized, with an eye for environmental order, cleanliness and safety
- Good communicator with the ability to identify and pass along important information
- Natural interest in tools and processes

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- HatchSpace is a shared community workshop; it can be loud and full of distractions
- Ability to remain standing and/or moving about for long periods at a time
- Capable of navigating around equipment and obstacles in tight spaces
- Some lifting and moving of materials - up to 25lbs - is required from time to time

### **ABOUT HATCHSPACE**

HatchSpace is a shared space for woodworking. We are a dynamic, 8,000 SF community workshop where we spark and nurture creative expression and lifelong learning within a supportive community environment. We foster the conditions for exploration, independent work and group collaboration necessary for anyone to build beautiful things with wood. Through a growing roster of programs and activities, our impacts include personal development, livelihood support, and community well-being.

Our mission as an inclusive, not-for-profit workshop is to celebrate and advance the learning, practice and cultural varieties of woodworking. We strive to provide anyone with access to the tools and training necessary to develop creative confidence and build the things they love.

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HatchSpace is an equal opportunity employer. We welcome, value and celebrate diversity and are committed to creating an equitable and inclusive environment for all employees.

*To apply, please send a cover letter to [hello@hatchspace.org](mailto:hello@hatchspace.org) attn: Lars Hasselblad Torres, Executive Director. Be sure to outline your interest in the position, your most relevant professional highlights and skills, and how this position fits into your personal and/or career goals.*

*The position will be advertised until it has filled. The successful candidate will be expected to begin work within two weeks of acceptance of an offer. For more information about HatchSpace visit <http://hatchspace.org>.*