



# Cabinet Maker Job Description

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## Title

Cabinetmaker

## Reports To

Shop Foreman

## Summary

The Cabinetmaker is responsible for crafting, assembling and repairing wooden cabinets, doors and other fine wooden furniture to detailed specifications. He or she will produce quality cabinets to specification by designing and or reading blueprints and replicating past designs using hand tools, CNC Machinery and other woodworking machines in a manufacturing environment. The Cabinetmaker will be responsible for knowing and practicing safe working methods, and have a strong knowledge of shop practices, procedures, techniques, tools, equipment, quality control and safety equipment. Dedication to quality craftsmanship and the possession of mathematical and analytical skills necessary to do material estimates are essential in this role. He or she will also be responsible for maintaining a clean and tidy work area and assisting in conducting regular maintenance of tools and machinery. Other duties may be assigned as necessary.

## Core Competencies

- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Decision Making and Judgement
- Operating Equipment
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Communication
- Energy and Stress
- Team Work

## Job Duties

- Prepare and or read blueprints.



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- Gather specifications from samples, clients and or the design team.
- Use Computer Aided Design (CAD) Software to prepare blueprints.
- Estimate and gather materials required for production.
- Select and verify quality wood to meet specifications.
- Use rulers, measuring tapes and electronic equipment to accurately measure wood for cutting and shaping.
- Cut and detail wood for production.
- Cut, drill, sand or plane materials for snug fit.
- Assemble components.
- Sand, detail and finish assembled materials.
- Ensure fittings and other components are of good quality.
- Attach fittings and other components to finished cabinetry.
- Repair and refinish old, damaged or incorrect pieces.
- Fabricate special parts and components to meet specifications.
- Ensure excellent fit, finish and operability.
- Operate and maintain tools and equipment.
- Keep a daily log of tasks.
- Contribute and participate in the effective use of the Quality Control System.
- Construct and maintain structural woodwork, shelving, cupboards, bookcases etc...
- Construct and finish cabinetwork and furniture from rough schematics and blueprints.
- Use of proper Personal Protective Equipment is required.
- Perform other related duties, including minor duties of other trades where certification is not required and the work does not exceed own limitations
- Understand and comply with all Policies and Procedures
- Maintain a clean working area free from sawdust and debris between tasks and at end of day.

### Requirements

- Basic knowledge of carpentry.
- Knowledge of safe operation of hand and power tools.
- Knowledge of workplace safety and safe lifting and handling procedures.
- First Aid and CPR is an asset
- Ability to operate required equipment in a safe and responsible manner.
- Effective verbal and listening communications skills.
- Time management skills.
- Ability to read building specifications, blueprints, etc.
- Ability to draw appropriate sketches to communicate details to team members, and others.
- Mathematical skills and analytical skills necessary to do material and labour estimates.
- Mathematical skills and analytical skills necessary to interpret job cost reports.
- Ability to work in a team environment with a minimum of supervision.
- Collaborative in dealing with customers and fellow employees.
- Customer focused - respond promptly to customer needs.
- Use customer information to improve service.



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- Receptive to change - can adapt to changing circumstances.
- Make suggestions for improvement.
- Proactive in ensuring job knowledge is current.
- Respect diversity - treat others with respect.
- Avoid unnecessary conflict.

### **Work Conditions**

- Ability to lift and carry objects up to 100 lbs.
- Manual dexterity required to use power and hand tools.
- Frequently noisy working environment.
- Overtime as required.
- Use of PPE, including safety glasses and steel toe boots required.