

# Cabinet Shop Foreman

## Job description

The Shop Foreman at [Icon Design](#) is responsible for maintaining a smoothly operating shop floor. The Foreman keeps production on pace with demand and manages workload. This role requires communication, a high level of attention to detail, appreciation for a clean workspace, spatial awareness, and management skills.

### Duties:

- Maintain a clean and efficient workspace for cabinet makers and machine operators
- Assure that staff members maintain clean work areas
- Maintain clear workspaces and hold employees accountable
- Upkeep floor paperwork tracking system
- Maintain two-week workflow outlook at all times
- Balance employee work duties with Project Managers to keep a steady flow of work without overwhelming a certain section on the floor
- Oversee procedural adherence
- Train new team members in work procedures
- Spot optimizable workflows and create new procedures to increase efficiency
- Conduct and lead biweekly meetings alongside ownership

### Requirements

- 3-5 years management experience
- Organizational skill
- Understanding of physical manufacturing process
- Google Suite experience
- Communication