



## **JOB DESCRIPTION**

**JOB TITLE:** Upholstery Trimmer / Manufacturing  
**DEPARTMENT:** Trimming  
**FLSA STATUS:** Non-Exempt – Production Pay

**Positions Supervised:** none

### **SUMMARY**

Reporting to the Leather Plant Manager, the Upholstery Trimmer makes, repairs, or replaces outside work for our high-end household furniture. Trimmers fit, install and secure material (fabric) on wooden frames using hand tools, power tools, glue, or staples. This process includes aligning parts / fabric to ensure proper assembly and quality levels.

### **PRIMARY RESPONSIBILITIES**

- Applying leather/poly to furniture frames by means of hand tools
- Fixing own repairs while ensuring quality, efficiency and production levels
- Using a computer/scan gun to scan work for production tracking
- Maintaining clean/neat work station
- Maintaining tools in working condition

### **KNOWLEDGE SKILLS & ABILITIES**

- Leather furniture trimming experience (3+ years)
- LEAN manufacturing experience a plus
- Basic computer knowledge

### **MINIMUM REQUIREMENTS**

- High School Diploma or GED preferred
- Ability to deliver uncompromising quality and detailed craftsmanship
- Ability to work full-time

### **EFFORT**

- Able to lift at least 50 lbs
- Able to stand for 8 hours
- Able to use hand tools/air tools/staple gun for 8 hours