

# Traditions Finishing Inc.

## Job Description

**Job Title:** Finisher  
**Department:** Traditions Finishing  
**Reports To:** Plant Supervisor

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### Summary:

Perform day to day tasks as laid out by Plant Supervisor. Work together with other employees to ensure quality standards and production deadlines are met or exceeded.

### Duties and Responsibilities

Include the following as laid out on a daily or weekly basis. Other duties may be assigned as needed and company evolves. Job duties may differ for each person depending on qualification levels.

1. Door Preparation
  - a. Sort doors as they come in by color and/or date to meet production schedule timelines.
  - b. Pre-sanding of doors as they are lined up to meet production schedule.
  - c. Fixing of minor damage as needed – for questionable damage, see Plant Supervisor
  - d. Staging of prepared doors by color, including mounting door hangers as necessary
  
2. Moulding Preparation
  - a. As moulding cart comes in, remove and sort mouldings as laid out by job/date/color/etc.
  - b. Look over mouldings for any damage, report immediately as discovered.
  - c. Look over jobs to make sure jobs have been shipped to TFI complete.
  - d. Staging of jobs as lined up per production schedule.
  
3. Door Line Production
  - a. Look over machines/pumps/etc. to make sure everything is clean and running accordingly.
  - b. Load appropriate pumps with stain/paint to prepare for production.
  - c. Run sample material to ensure stain/paint colors are correct and ready.
  - d. Hang doors from carts onto door line as laid out by production schedule.
  - e. Look over prepared doors as extra set of eyes to ensure quality of preparation is met.
  - f. Locate and stage any items that can be finished along with doors (exterior frame parts, stair parts, etc.) per Plant Supervisor
  - g. Staining of doors and parts as staged
  - h. Check doors and parts for any flaws or defects that need to be addressed (either repaired or replaced per Plant Supervisor)
  - i. Sealing of doors and parts as staged
  - j. Sanding of seal coat once sealed and dry

- k. Further check for flaws or defects that need to be addressed.
  - l. Topcoat doors and materials.
  - m. Removed doors and materials from line – checking for flaws or imperfections that need to be addressed.
  - n. Package all materials accordingly, by job and color.
  - o. Load finished/packaged material onto appropriate carts, touching up/fixing any flaws or defects.
  - p. Create list of items that are finished and returning to HMI.
  - q. Clean out pumps/machines/etc. to prepare for next color.
  - r. Keep up proper maintenance of machines/filters/pumps/etc. as needed to ensure quality and production is continuously successful.
4. Flatline Production
- a. Look over machines/pumps/etc. to make sure everything is clean and running accordingly.
  - b. Load appropriate pumps with stain/paint to prepare for production.
  - c. Run sample material to ensure stain/paint colors are correct and ready.
  - d. Report any issues with color samples and or flaws/defects as needed to Plan Supervisor
  - e. Stage flatline materials by job, looking through jobs for any imperfections or other issues.
  - f. Run flatline materials to stain/paint, adjusting machines as necessary to ensure quality.
  - g. Check for jam ups and quality of staining/painting.
  - h. Catch materials as they come off the line, stack by job onto drying racks, watching for flaws/defects so they can be addressed accordingly.
  - i. Run material second time for sealing, repeat adjustments/catching/stacking.
  - j. Run material third time for topcoat.
  - k. Package finished materials accordingly, by job and color.
  - l. Load finished/packaged material onto appropriate carts, touching up/fixing any flaws or defects.
  - m. Create list of items that are finished and returning to HMI.
  - n. Clean out pumps/machines/etc. to prepare for next color.
  - o. Keep up proper maintenance of machines/filters/pumps/etc. as needed to ensure quality and production is continuously successful.
5. Miscellaneous
- a. Clean up of shop – sweeping, garbage, etc. as needed.

## **Qualifications:**

Different areas of the shop require different levels of experience in order to maintain quality standards and to ensure production schedules are always being met and/or exceeded. Little to no experience is necessary for preparation and equivalent duties, finishing and flatline experience necessary for the actual prefinish/coating processes. Whenever possible, new opportunities arise, and the potential for cross training into new duties to gain experience will become available. The ability to read and interpret production paperwork, and general math skills are necessary. The ability to communicate with coworkers and Plant Supervisor is also a must. High School or equivalent diploma necessary.

## **Physical Demands:**

The physical demands described are representative of those that must be met by the employee to successfully perform essential functions of this job. While on the job, duties include regularly being able to stand/walk/hear, the ability to use both hands and multitask successfully. Employee is required to be able to occasionally lift/move up to 100 pounds. Specific vision abilities also required.

**Work Environment:**

While performing the duties of various jobs, the employee will frequently be exposed to work near mechanical parts. The noise level in the work environment is generally loud.

**Hours:**

Regular hours of operation are Monday through Friday, 7:00 am to 3:30 pm, with two 15-minute (paid) breaks and one-half hour (un-paid) break. During busy times, flexibility on hours and the ability to occasionally work overtime (possible Saturdays) is required.

**Pay: \$20-\$25hr**