

Job Description

Position	Upholsterer
Key Objective	Upholstering furniture items to customers' specifications
Key Relationships with	Production Manager, Upholstery Team Leader, Upholstery Team members
Reports to	Upholstery Team Leader
Approved By	Mark Suckling

Responsibilities	Key Tasks	Successful When:
Upholstery	<ul style="list-style-type: none"> Working as part of a team to meet production deadlines. Contributing to all related upholstery tasks as directed and as workload and product mix requires. Range of tasks include; <ul style="list-style-type: none"> Foam placement Pattern making Cutting and sewing Fitting and stapling covers Assist with general finishing and assembling jobs in upholstery area as required. 	<ul style="list-style-type: none"> Harrows furniture is finished in a manner which aligns with the quality, specification and expectations of both Harrows and the customer Attention to detail and consistency is maintained to a high level. Time expectations are met, and any variances are communicated to the relevant person. Factory environment is consistently tidy daily and a culture of accountability for this is fostered.
Product Development	<ul style="list-style-type: none"> Assist with the development of new products. Drive sustainable efficiency gains 	<ul style="list-style-type: none"> New and innovative techniques are incorporated into Harrows product development. Design concepts are creatively executed to deliver design intent in a production situation. An active interest is taken in industry best practice for production systems including Lean manufacturing principles
Communication	<ul style="list-style-type: none"> Clearly communicate to all necessary parties by appropriate means such as written or spoken 	<ul style="list-style-type: none"> Support a collaborative and constructive team environment Contribute to positive and open discussion Communication is timely and accurate Attends and actively participates in necessary meetings
Training	<ul style="list-style-type: none"> Carry out any necessary training Share knowledge Upskill in the role 	<ul style="list-style-type: none"> Is proactive in regards to finding and participating in training opportunities to ensure knowledge is kept up to date

HARROWS

		<ul style="list-style-type: none"> • Provides support to other employees by sharing knowledge and skill set where required.
Health and Safety	<ul style="list-style-type: none"> • Demonstrate and adhere to relevant Health and Safety systems • Ensure company meets Health and Safety requirements 	<ul style="list-style-type: none"> • Complies with Harrows company policies and procedures. • Takes a proactive approach to Health and Safety including undergoing training, reporting, meeting attendance and safety management. • Understands employee responsibilities under the Health and Safety at Work Act 2015 • Complies with the employee duties under the Health and Safety at Work Act 2015 and any other relevant statutory requirements • Promotes safe work and environmental practices and ensures these are followed by staff (including contractors) at all times • Promotes operations in accordance with best practice.
General	<ul style="list-style-type: none"> • Carry out tasks assigned by management • Undertake all administration requirements • Adhere to company policies/procedures • Uphold Harrows company values. • Maintain a tidy and orderly workplace • Undertake such other duties as may be reasonably directed 	<ul style="list-style-type: none"> • Achieves agreed outcomes • Is willing to assist in other areas of Harrows business as required • Is accountable and takes ownership of tasks • Promote Harrows in a professional manner.