

The Arlington Resort Hotel and Spa Job Description

Job Title: Upholsterer
Department: Engineering
Reports To : Assistance General Manager

Approved By:
Approved Date:
Classification: Non-Exempt

Job Summary:

The Upholsterer will make, repair and replace upholstery and drapes in the hotel.

Essential Duties and Responsibilities:

- Fit, install, and secure material on frames using hand tools, power tools, glue, cement and/or staples.
- Build up furniture with loose fiber stuffing, cotton, felt, and/or foam padding to form smooth rounded surfaces.
- Attach fasteners, grommets, buttons, buckles, ornamental trim, and other accessories to cover or frame, using hand tools.
- Adjust or replace webbing, padding, and/or defective springs using hand tools such as hammers and tack pullers.
- Read work orders and apply knowledge and experience to determine types and amounts of material required.
- Maintain records of time required to perform each job and the materials used.
- Measure and cut new materials for drapes or furniture.
- Must be flexible to work any shift, including weekends and holidays.
- Adhere to hotel's dress code policy.
- Perform other related duties as assigned.

Minimum Qualifications:

- Two to three years upholstery repair experience.
- High school diploma or GED.
- Detail oriented and organized.
- Ability to communicate and listen effectively.
- Ability to take direction.
- Basic computer and math skills.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions.

Physical Requirements:

- Standing and walking much of the time.
- Ability to detect differences between colors.
- Be able to reach, bend, and stoop.
- Ability to lift 40 pounds.

- Ability to climb stairs.
- Ability to work in the heat.

Employee Acknowledgement and Agreement of Job Description

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date