

MISSION

The mission of an Apprentice is to work and follow all the instructions of the Carpenter that he is assigned to work for, to successfully complete all daily tasks assigned. Through daily work, his mission is to learn as much as possible to be able to become a Carpenter Level 1.

OUTCOMES / RESULTS

1. Listen and follow the Carpenter's instructions well.
2. Keep the job-site clean, secured and safe to work.
3. Follow all required safety rules and practices.
4. Finish your tasks on time and efficiently. When you finish a task, always ask the Carpenter, "What next can I do for you?" Don't stand idly around unless it's the instruction.
5. Communicate well with the project manager, carpenter and show respect to clients as well as their homes.
6. Always ask the Carpenter before you do something new to avoid costly mistakes and learn.
7. Clock in the timesheet for yourself.
8. Learn new skills, one at a time. The Company may help you to pay for your short and specialized classes. Bring it up to your project manager.

COMPETENCIES

A good Apprentice must have the following qualification

1. Show up and be ready to work and learn.
2. Must have basic tools and reliable transportation.
3. Trade school certificates are a plus.
4. Excellent in communicating with project managers and carpenters. Willing to learn.
5. The perfect apprentice is Organized, Hungry to Learn, Hard-working.

HOUSE RULES

1. Dress code: Appropriate construction attire is expected such as hard-soled boots, long pants and shirts (may wear construction shorts in hot weather.) No sagging pants/jeans.

2. Working hours: Work days are 8 hours per day (40 hours per week) from 7 a.m. to 3:30 p.m. There is one 30-minute lunch break and two 15-minute rest periods per each work day.
3. No smoking or drinking alcohol on the jobsite.
4. Responsible for the protection of the client's property. Do not use anything, including tools, equipment, or cleaning supplies that belong to the client.
5. Do not disturb a client or neighbors with loud radios or foul and abusive language.

OVERALL RESPONSIBILITIES

1. Maintain a clean, safe job-site at all times. No smoking or drinking on site allowed. Job-site should be broom-swept at the end of day.
3. Know all shut-off locations for electrical, gas, water, security, and sprinkler systems.
4. Safety: observe both company and individual equipment for proper safety features, safe electrical cords with ground. Inform project manager of any unsafe condition.
5. Follow instruction by project manager then carpenter (in that order). Work in the most efficient and cost-effective manner.
9. Leave the jobsite neat and clean, removing all tools from the jobsite to avoid theft.
10. Maintain personal tools.
11. Continuing education: Enroll in related courses, seminars, books, youtube, trade magazines.

Date: _____

Name: _____

Signature _____