



POSITION PROFILE

Laser Engraving Technician

J.K. Adams Co. • Dorset, Vermont

The Opportunity

J.K. Adams Co. is hiring a Laser Engraving Technician to own the personalization of its wood and slate products — the names, monograms, logos, and custom artwork that turn a well-made board into a keepsake. Working on the company's Epilog laser systems in Dorset, Vermont, this person runs the personalization workflow end to end: preparing artwork files, verifying every order, engraving, inspecting, and packing finished pieces for shipment. It is an entry-level opportunity with training provided — a fit for someone who is exacting about details, comfortable with computers, and drawn to work where craft and technology meet.

About John Boos & Co. and J.K. Adams

J.K. Adams Co., based in Dorset, Vermont since 1944, is a heritage American woodworking company specializing in cutting boards, serving boards, and kitchen accessories. John Boos & Co. has been crafting premium wood and stainless-steel kitchen equipment in Effingham, Illinois for nearly 140 years, serving foodservice, industrial, and consumer/retail markets. The two companies recently joined forces, creating a combined American-made woodworking and foodservice platform with shared scale, expanded resources, and deep wood-products manufacturing capability.

Position Summary

Reporting to the Production Supervisor, the Laser Engraving Technician operates the Epilog laser systems that personalize J.K. Adams' wood and slate products — cutting boards, serving boards, and kitchen accessories. The role owns the personalization order queue from artwork preparation through engraving, quality inspection, and pack-out, and is accountable for every piece leaving the laser station accurate to its order and shipped on time. Because engraved product cannot be reworked, the role's defining discipline is verification: every name, date, logo, and layout checked against the order before the laser runs.

Why This Role Exists Now

Personalization is a growing part of J.K. Adams' business across e-commerce, retail, and custom and corporate orders — and it is work that rewards a single, dedicated owner. Concentrating engraving in one role protects accuracy and turnaround as volume grows, builds deep expertise on the Epilog equipment and the settings that suit each wood and slate product, and gives the personalization queue consistent daily ownership through seasonal peaks.

Key Responsibilities

Laser Engraving & Production

- Set up and operate the Epilog laser systems to engrave wood and slate products to J.K. Adams quality standards.
- Position workpieces and apply the correct engraving settings (speed, power, resolution) for each material and product type.
- Keep the laser station clean and organized; perform routine cleaning of optics and exhaust per the manufacturer's schedule and report equipment issues promptly.

- Follow all laser safety procedures, including ventilation, approved materials, and fire safety practices.

Artwork & File Preparation

- Prepare engraving files from customer text, logos, and artwork; clean up art and set layout, sizing, and fonts to product templates.
- Maintain the template and settings library so proven layouts and material settings are documented and repeatable.
- Flag artwork problems (low-resolution logos, unclear instructions) early and help resolve them before production.

Order Management & Quality Control

- Manage the daily personalization queue: prioritize by ship date, batch similar jobs, and track every order from receipt through shipment.
- Verify every job against its order before it runs — spelling, names, dates, layout, font, and correct product.
- Inspect finished engravings for depth, contrast, placement, and cleanliness; prepare pieces for pack-out per product standards.
- Track completed orders, redos, and scrap to support throughput and quality reporting.

Packing & Shipping

- Pack personalized orders for shipment, matching each finished piece to its packing list and shipping documentation.
- Stage completed orders to meet daily ship deadlines, including seasonal peak volume.
- Assist with other production and finishing tasks as assigned during lower personalization volume.

First-Year Success Measures

- Fully trained and operating the Epilog lasers independently within the first 90 days.
- Personalized orders engraved accurately and shipped on time, with redo and scrap rates at or below target.
- Every job verified against its order before running — no preventable personalization errors reaching customers.
- The personalization queue managed through peak (holiday) season without backlog.
- A current, documented template and settings library that makes proven layouts and material settings repeatable.

Candidate Profile

Required

- High school diploma or GED, or equivalent experience.
- Exceptional attention to detail — accuracy in spelling, layout, and alignment on product that cannot be reworked.
- Basic computer proficiency and the aptitude to learn new software and equipment quickly.
- Careful, quality-minded work habits; reliable and organized.
- Able to stand for extended periods, perform repetitive handling of product, and lift up to 50 pounds.

Preferred

- Experience with laser engraving, sign making, printing, CNC, or similar production equipment.
- Exposure to graphics software such as CorelDRAW or Adobe Illustrator.

- Background in work demanding accuracy — order fulfillment, print or production work, or quality control.
- Familiarity with wood or slate products, woodworking, or small-batch manufacturing.

Key Competencies

- Precision — treats every name, date, and logo as a promise to the customer; verifies rather than assumes.
- Pride in craftsmanship — cares that each engraved piece looks right, not just that it ships.
- Dependable and organized — keeps a many-small-orders queue moving and hits daily ship deadlines.
- Steady under seasonal pressure — maintains accuracy when holiday volume peaks.
- Communicative — asks questions and flags problems early rather than guessing.

Title	Laser Engraving Technician	Job Level	TBD
Department	Production	Reports To	Production Supervisor
Location	Dorset, VT (on-site)	Compensation	Experience Based