



POSITION PROFILE

Production Associate

Packaging & Wood Sanding • J.K. Adams Co. • Dorset, Vermont

Title	Production Associate	Department	Production / Operations
Reports To	Production Supervisor	Schedule	Full-Time, Day Shift
Location	Dorset, VT (on-site)	Compensation	Experience Based

The Opportunity

J.K. Adams is hiring Production Associates for its woodshop in Dorset, Vermont — hands-on roles in packaging and in wood sanding and finishing, where the quality of the work shows up in every board that leaves the building. These are craft-adjacent manufacturing jobs in a company that has been making cutting boards and kitchen accessories in the same Vermont town since 1944. No prior woodworking experience is required; we train on the job, and associates are cross-trained across work centers so there is real room to grow into more skilled production roles over time.

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 Production Associate works on the shop floor at J.K. Adams Dorset, Vermont facility supporting two core areas: wood sanding and finishing, and packaging and shipping preparation. On the sanding side, associates bring cutting boards, serving boards, and kitchen accessories to their final surface quality using wide-belt, drum, orbital, and hand-sanding methods. On the packaging side, associates inspect, label, pack, and palletize finished goods for wholesale, retail, and e-commerce orders. Associates are cross-trained across both areas and may be assigned where production demand is greatest.

Key Responsibilities

Wood Sanding & Finishing

- Sand cutting boards, serving boards, and kitchen accessories to the specified grit and surface finish using wide-belt, drum, orbital, and hand-sanding methods.
- Work through grit sequences in order; ease edges, break corners, and remove mill marks, glue lines, and surface defects without altering part dimensions.
- Inspect grain, color, and surface quality throughout the process; route pieces for rework or rejection according to quality standards.
- Change and tension sanding belts, discs, and pads; monitor abrasive wear and replace before finish quality degrades.

- Keep dust collection connected, running, and clear at each station.
- Apply oils or finishes to product as assigned, following product specifications and cure and handling requirements.

Packaging & Shipping Preparation

- Inspect finished goods against quality standards before packing; pull anything that does not meet standard.
- Apply branding, care cards, inserts, UPC/SKU labels, and customer-specific labeling accurately and in the correct position.
- Assemble cartons, pack product with the correct protective materials, and seal and label to specification.
- Pack to differing requirements across wholesale, retail, and e-commerce/direct-to-consumer orders, including retailer-specific packaging standards.
- Build, wrap, and label pallets; stage completed orders for shipping.
- Assemble kits, gift sets, and seasonal or promotional configurations as scheduled.
- Record counts accurately and report shortages, damage, or discrepancies to the supervisor.

What We're Looking For

Required

- Ability to work full-time, on-site at the Dorset, Vermont facility.
- Reliable attendance and punctuality — the line depends on a full crew.
- Ability to stand for a full shift and to perform repetitive hand, arm, and shoulder motion.
- Ability to lift up to 50 lbs and to routinely carry, push, and pull materials and finished cartons.
- Willingness to work in a woodshop environment with dust, noise, and machinery, using required personal protective equipment.
- Basic counting, measuring, and the ability to read and follow work orders, labels, and packing instructions.
- Must be 18 years of age or older.

Preferred

- Prior experience in wood sanding, finishing, cabinetry, millwork, or another woodworking trade.
- Prior packaging, fulfillment, warehouse, or light-industrial manufacturing experience.
- Familiarity with hand and power sanding equipment and abrasive selection.
- Experience with handheld scanners, label printers, or basic production tracking systems.
- Forklift or pallet-jack experience (certification can be provided).
- High school diploma or equivalent — helpful, but not required. We train on the job.

Key Competencies

- Craftsmanship and attention to detail — notices the flaw before the customer does.
- Consistency and pace — produces steady quality output through a full shift.
- Safety mindset — follows procedure every time, and speaks up when something looks wrong.
- Team-oriented — supports teammates and communicates across handoffs.
- Adaptable — willing to cross-train and move between work centers as demand shifts.
- Dependable — shows up, on time, ready to work.

Benefits Overview – Full Time Employees Only

J.K. Adams offers a competitive benefits package to regular full-time employees. Highlights include:

- **Health Insurance** — a choice of group medical plans through BlueCross BlueShield, including HSA-eligible options, with a nationwide PPO network.
- **Dental** — voluntary dental coverage with diagnostic and preventive services covered at 100% in-network, with no deductible applied.
- **Vision** — voluntary vision coverage for employees and eligible dependents, including an annual eye exam and lenses or contacts, and frames every 24 months.
- **Life & AD&D Insurance** — basic term life and accidental death & dismemberment coverage funded in full by the company, with voluntary supplemental coverage available for you, your spouse, and your children.
- **401(k) Retirement Plan** — with a Safe Harbor company match — dollar-for-dollar on the first 3% you contribute, plus 50% on the next 2%. Pre-tax and Roth options are available, and both full-time and part-time employees are eligible after six months of service.
- **Paid Vacation** — accrues immediately upon hire and is available as soon as it is accrued, with annual rollover allowed.
- **Paid Time Off** — personal time accrues immediately upon hire, separate from vacation, and is available as soon as it is accrued.
- **Paid Holidays** — eight observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, and Christmas Day.
- **529 College Savings Plan** — an employer-sponsored CollegeAmerica 529 plan with access to a financial advisor, for your own education or a family member's.