



Apply in person at: 500 Leonard Street De Pere, WI 54115 or email: [homeinteriorsinc@gmail.com](mailto:homeinteriorsinc@gmail.com)

**Job Title:** Installation Helper  
**Department:** Installation  
**Responsible to:** Installation Coordinator  
**Salary:** \$13.00/Hr. (Pay negotiable based on experience)

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### **POSITION SUMMARY**

Assist with the installation of carpet, tile, hardwood, laminate, vinyl and luxury vinyl tile working in both residential and commercial markets. Ensure that services are provided effectively and efficiently according to the standards provided by Home Interiors Flooring.

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### **DUTIES AND RESPONSIBILITIES**

- Provides excellent customer service for all external customers for Home Interiors at all times in all activities.
- Work with the main installer to provide solutions for customer concerns as needed as customer service is a top priority both inside and outside of the Home Interiors showroom.
- Disconnects and removes obstacles such as appliances.
- Sweeps, scrapes, sands, or chips dirt and irregularities from base surfaces, and fills cracks with putty, plaster, or cement grout to form smooth, clean foundation.
- Measures and cuts covering materials, such as rubber, linoleum or cork tile, and foundation material, such as felt, according to blueprints and sketches.
- Spreads adhesive cement over floor to cement foundation material to floor for sound-deadening, and to prevent covering from wearing at board joints.
- Lays out centerlines, guidelines, and borderlines on foundation with chalk line and dividers.
- Spreads cement on foundation material with serrated trowel.
- Lays covering on cement, following guidelines, to keep tile courses straight and edges of blocks match patterns and execute designs.
- Joins sections of sheet covering by overlapping adjoining edges and cutting through both layers with knife to form tight joint.
- Rolls finished floor to smooth it and press cement into base and covering.
- Assist in other duties as assigned.

### **PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT**

1. Frequently stand, walk, bend, stoop, squat, and occasionally lift up to 50-100 lbs.

2. Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, and push/pull. Repetitive movement of both hands.
3. Work is performed indoors, however, occasionally, there could be some work that is required outdoors. While performing these duties, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles.
4. Pro Knee Pads are required and must be purchased within 1 week of scheduled start date. Knee pads purchased through Home Interiors are offered at a discounted rate and are eligible for payroll deduction.
5. Home Interiors shirts must be worn at all times and can be purchased for \$5.00 from the Home Interiors office. It is highly recommended that 5 shirts are purchased, and the shirts are eligible for payroll deduction.
6. Employees may be required to wear personal protective equipment. Examples (not all inclusive): steel toe boots or utility boots, use of gloves, safety glasses, masks, and hard hats.
7. Flexible schedule, extended hours to include all shifts, weekends or nights may be required. Employee may be required to work a maximum of 10 weekends, 15 nights and up to 15 nights out of town each year.
8. A tool box with basic tools is required within 1 week of scheduled start date. See attached tool requirement list.

#### **STANDARD QUALIFICATIONS**

1. Ability to inform and communicate effectively; process information effectively to identify and define problems and make objective decisions.
2. Ability to work independently when needed, multi-task, and meet strict timelines.
3. Ability to understand and follow verbal and written instruction. Written instruction includes but not limited to effectively reading work orders and picking tickets.
4. Must have basic mathematical skills. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, fractions, and decimals.
5. Must pass all pre-employment screening and background check.
6. Must be willing to obtain additional education and training as Home Interiors deems necessary.
7. Must adhere to Home Interiors Drug and Alcohol Free Workplace Policy during the course of your employment, and must be willing to take a drug or alcohol test if there is reasonable cause by a supervisor.
8. Must possess a valid driver's license. Employee will be required to drive Home Interiors vehicles.
9. Must work the scheduled starting times of 7:00 a.m. to 5:00 p.m. Monday-Friday unless otherwise directed by the direct supervisor.

#### **MINIMUM QUALIFICATIONS**

- A high school diploma, or General Education Degree (GED) is required, or one to three months related experience and/or training; or equivalent combination of education and experience. College degree or Technical College certificate preferred but not required.
- Valid Driver's License Required
- Background Check Required
- Basic Mechanical Skills Required