



## POSITION DESCRIPTION FORM

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TITLE: Industrial Sewing Machine Operator

DEPARTMENT: Production

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### Job Description:

Operates binder to produce automobile floor mats from various types of carpet. Reads and understands written instructions. Plan work and operate binder in an effective manner to ensure production rates consistent with customer needs and quality requirements. Be alert for material and machine problems and take action required to resolve them. Keep work area and machine clean at all times. Prepare such reports as may be required and see that all work is done in a safe manner. The operator performs any other duties as may be deemed necessary from time to time.

Sewing machine operators report to their areas Cell Leader.

### Job Detail

1. Sewing binding material to mats in a smooth, wrinkly free application.
2. Performs routine machine service, blowing out and oiling, on a prescribed basis.
3. Operator understands how to deal with basic machine issues such as threading their machine, changing needles, bobbins, and repairing mats when needed.
4. Complete any required reports.
5. Notify cell lead if a problem arises.
6. Understand safety issues in area. Use of Scissors.
7. Check material for damage. Can determine if a mat is good/bad quality.
8. Adjust machine guide. Regulate stitching speed, length, and tension.
9. Materials used: Thread, cut mats, yarn/binding

### Job Requirements

- Must be able to record quantity of materials sewn.
- Applicants are required to have language skills in English at Native or bilingual proficiency level
- Applicant must be able to lift up to 50 pounds.
- Prefer candidates with at least 6 months of consecutive work experience.
- Applicant must have ability to work while standing; up to 10 hours per day. Wear required PPE: Glasses and gloves
- Applicant must be able to work overtime and weekends as needed.
- Applicant must be willing to work 2nd Shift
- A criminal background check will be required on applicants

### Job Salary and Benefits

- Salary range \$10.25 - \$15.25 Hourly
- Normal working days: Monday, Tuesday, Wednesday and Thursday
- 40 hours per week. Overtime is required for this position
- The hours for this role are Full-time, Permanent
- Hourly "Non-exempt" position
- Benefits include Paid holidays, Vacation/paid time off and Medical
- Benefits include Medical, dental, life, disability, vision and 401k.