

Job Description

Embroidery Machine Operator

Position Summary

- **Title** Embroidery Machine Operator
- **Department** Embroidery
- **Shifts** Multiple (4 available)
- **Reports to** Embroidery Shift Supervisor
- **FLSA** Non-Exempt, Hourly

The Embroidery Machine Operator position is responsible for main line production activities using multi head sewing machines to swiftly and accurately create quality product, while working safely.

Essential Duties and Responsibilities

- Interprets work orders paying close attention to all details to ensure caps and logos are accurate to size, color and placement of artwork.
- Hoops hats repetitively (by hand or with pneumatic hooper) at hooping station and secures stable placement prior to machine operation.
- Ties on new thread when changing orders
- Matches all production paperwork with production tracking log
- Assists as needed in QC trimming finished product; assists Sample staff with any day-to-day orders that may need to be produced
- Must be able to work with little absenteeism and available for overtime as needed.
- Upholds the company values: acts with integrity; works together as a team; and treats teammates with respect

Skills and Competencies

- Ability to read and comprehend simple instructions (in English), short correspondence and work orders. Ability to effectively present information in one-on-one situations with co-workers and/or supervisors.
- Basic Math: ability to add, subtract, multiply and divide in units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out simple one-or two-step instructions dealing with standardized situations; and able to learn quickly.
- Ability to learn quickly, adapt to change, work at a fast pace, keep a positive attitude and manage with multiple deadlines.

Education and Qualifications

- High school diploma or general education degree preferred, but not mandatory
- Embroidery, sewing and/or digitizing experience desired, but not mandatory.
- Very Basic computer knowledge helpful; Uses in-house programs (Simparel)

Physical Requirements

- Must be able to stand and or walk (90% of the day) and occasionally reach, bend and move inside the facility to move product
- Fine motor skills: required using the wrists, hands, and fingers to hoop and inspect product
- Vision: Required to have close visual acuity, color vision and depth perception
- Ability to lift/move/pull 10-50 lbs occasionally throughout day

- Moderate noise due to sewing machine operation in a warehouse setting.
- Extreme temperatures: this position will work in a building that does not have climate controls.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand the essential functions of the job and can perform these duties without accommodations.

Employee Signature

Date