



Job Description

Job Title: **Sewing/Secondary Operations**

Department: Production

Job Description Prepared By: Rod Finne

Date: February 1, 2011

Work Location/Shift (if applicable): 6am-2pm

(may need to be flexible for any potential overtime needed or any variation in hours such as a 12 hour shift from 6am – 6pm)

Position Reports to: Director of Operations

FLSA Status: Non-Exempt X _____ Exempt _____
(eligible for OT) (not eligible for OT)

SUMMARY DESCRIPTION OF THIS POSITION:

Through working knowledge of the proper equipment operation, the Sewing Operator will ensure the operation of the presses will produce quality materials in a safe and efficient manner. May be called upon to assist in other Secondary Operations such as slitting, etc.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Responsible for the startup, operation, clean up and shut down of the sewing machine or additional equipment
- Follow precise operating procedures as outlined in the Lewcott Procedure Document
- Complete all documentation during and upon completion of production runs as required
- Verify correct material is being utilized
- Verify quality and reports issues/defects to Supervisor
- Maintain a safe and orderly work area
- Ensure all equipment and work areas are clean and set up for the following shift upon completion of the shift
- Set up and monitor materials during a run
- Package, labels and palletized materials as appropriate.

- Operates Hoist, Forktruck and Pallet truck
- Responsible for proper staging of material.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal Education & Experience Requirements

High School Diploma or equivalent and 3+ years manufacturing experience in a production environment.

Knowledge, Skills and Abilities Requirements

Dependable team player with excellent attention to details. Safety conscious individual who is able to read and understand directions and communicate to coworkers in English.

Physical Requirements

Moving, bending and lifting up to 60 lbs.

Exposure to and working closely with chemicals. Safety gear will be worn to prevent skin irritation

DISCLAIMERS

This job profile identified the general duties and minimum level of skills required to perform this job. It is not intended to represent comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned. This job profile does NOT alter the at-will employment status and it does NOT create an employment contract, implied or otherwise.