



STACKER/QUALITY CONTROL

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Print Shop	Production Manager	N/A	HR	N/A	2020-01-08

Employee (print): _____ (signature)(X): _____

Manager (print): _____ (signature):(X) _____

Job Summary

- Stack, load and organize boxes
- Stack and fold garments
- Maintain Exceptional print quality at all times.

General Responsibilities

- Once an order is started make sure yellow copy is on stacking table at end of dryer and review order
- Stack garments neatly by size on tables at end of dryer
- Pay close attention to print details, immediately notifying printer of any changes in quality
- Once final print is on garment, fold stacks in groups of 12, use yellow copy to determine counts, and note as each size is counted and folded, notify production coordinator of any QTY differences/reorders
- Once order is complete, box or bag neatly and fill out job sticker and affix in a visible location on each box or bag
- Take order to pickup area or load van for delivery and place yellow copy in the front desk basket
- Keep boxes below end of dryer empty by moving test prints to front boxes
- Keep folding tables clear and clean
- Perform shop and building maintenance, including trash removal and sign changes, etc. as requested by Production Coordinator
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- **Education:** High School Diploma, GED, or equivalent work experience

Skills

- Active listening
- Monitoring
- Complex problem solving
- Judgment and decision making
- Troubleshooting
- Organized