



EMBROIDERY OPERATOR

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

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

Job Summary

- Operates sewing machine to embroider name, initial, or decorative designs on garments, materials, gowns, etc. and to stitch cording, braid, or emblems on material or garments

General Responsibilities

- Use schedule to determine job order for each machine
- Load designs, set up and email layouts when needed
- Keep orderly job files, including new notes and sew outs
- Assess and count materials to be embroidered
- Precisely hoop and embroider items as needed
- Maintain a clean embroidery room environment
- Perform regular machine maintenance
- Fill out job log daily, return forms to Lorrie
- Monitor and assess inventory and supply levels notify Lorrie of shortage
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- **Education:** High School Diploma, GED, or equivalent work experience
- **Experience:** Training in sewing and embroidering on materials

Skills

- Time management skills
- Technical and mechanical skills
- Designing and creative skills that help prepare unique embroidery designs
- Great communication skills