



SEAMSTRESS

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

- Alters, mend, modify and construct garments and other materials, according to customers' specifications and needs

General Responsibilities

- Alter, mend, modify, and construct garments and other materials
- Places spools of thread, cord or other materials on spindles, inserts bobbins and threads machine
- Guides garments under machine needles
- Records quantities of materials processed
- Inspects and examines garments
- Selects supplies according to job requirements
- Make adjustments to machines and mount attachments as needed
- Report production logs to Manager each day.
- Performs other duties as assigned or requested
- *The company reserves the right to add or change duties at any time

Job Qualifications

- **Education:** High school diploma or GDE
- **Experience:** Some previous work-related experience

Skills

- Ability to sew/Ability to use sewing machinery as provided.
- Judgment and decision making
- Time management