

Full Job Description

Job Purpose –

Assist in all production needs as directed in Embroidery including operating automatic embroidery machine, digitizing, Order Fulfillment, Graphic Arts, Direct to Garment Printing and other processes as trained.

Primary Duties and Responsibilities

- In coordination with supervisor, ensure a high standard of quality control and output on all commodities.
- Ensure that all machinery required for production is maintained to a high standard. This includes daily maintenance and cleaning.
- Create and refine any artwork needed for production and seek formal approval prior to full production.
- Working closely with Supervisor and Operations Management, must organize and clearly anticipate a production schedule which ensures adherence to deadlines.
- In coordination with The Educational Staff of the NC, supervise and provide accurate feedback to all participants and their support staff.
- Ensure the ongoing safety and hazard perception of the production room and production equipment.
- Ensure the general safety of the participants and those entering the production room.
- With supervisor ensure that supplies needed for all aspects of production are well stocked.
- Attend to all communications via phone, email and texts daily.
- Take initiative to increase quality control of the overall production.
- Attend and advocate for staff development and training that promote the overall quality of the programs activities.
- Other duties as assigned.

Job Type: Full-time

Pay: From \$15.00 per hour

Benefits:

- 401(k)
- Employee assistance program
- Health insurance
- Paid time off

- Professional development assistance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

COVID-19 considerations:

All employees / customers required to wear mask

No large gathering

Daily cleaning

No communal food

Education:

- Bachelor's (Preferred)

Experience:

- Embroidery: 1 year (Preferred)

Work Location:

- One location

This Company Describes Its Culture as:

- Innovative -- innovative and risk-taking
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Company's website:

- www.spectrumdesigns.org

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings

- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place