

## Job Description

**Job Title:** Sewing Machine Operator

**Reports To:** Production Manager

**FLSA Status:** Non-Exempt

**Department:** 535

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### Summary:

Responsible for setting up and operating industrial sewing machines to produce completed products.

### Job Duties and Responsibilities:

1. Set up and operate industrial sewing machines, as well as perform machine maintenance.
2. Prepare sewing machine for each job with appropriate thread and by adjusting machine guides and presser foot according to specifications.
3. Prepare materials to be used for each job in accordance with the job order, shop drawings and verbal/written instructions.
4. Prepare materials to be used for each job by laying material out, accurately measuring with a ruler and cutting with material scissors.
5. Apply knowledge of industrial sewing to accurately move product around during sewing operation.
6. Activates sewing machine to join, gather, hem, reinforce, or decorate materials or fabricated articles.
7. Activates and adjusts machine controls to regulate stitching speed and length, dimensions of gathers and tucks, and material or thread tension.
8. Monitors machine operation to detect problems, such as defective stitching, breaks in thread, or machine malfunction.
9. Apply the correct product identity label to the product.
10. Report problems or discrepancies to management immediately.
11. Ensure quality of sewing on consistent basis.
12. Adhere to safety guidelines at all times.
13. Perform other related duties as assigned.

### Skills

Oral Communication Skills  
Written Communication Skills  
Reading Comprehension  
Active Listening

Organization  
Time Management  
Manual Dexterity  
Math Aptitude

**Physical Requirements:**

The Sewing Machine Operator may exert up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. This position requires sitting for long periods of time doing repetitive tasks, and working in an environment with moving mechanical parts and occasional loud noises. Arm-hand steadiness, and multi-limb coordination are required. Must be able to make precise coordinated movements of the fingers to grasp, manipulate, or assemble very small objects. The ability to inspect small details, detect deficiencies and color variations is required. Reasonable accommodations can be made if necessary.

**Education/ Experience:**

High School Diploma or Equivalent. Prior work related experience required.