



Good things happen in TopTec tents.™

JOB DESCRIPTION

Moore SC

A. JOB OVERVIEW

The efficient sewing of high quality fabric components for product manufacture.

B. QUALIFICATIONS REQUIRED

- High School Diploma or GED preferred
- Sewing machine experience helpful but not required.
- Experience working in a manufacturing / production environment

C. CORE COMPETENCIES

- Ability to lift and maneuver components (pushing, pulling) 50 lbs. or more daily.
- Capable of maneuvering on and off production tables safely.
- Verify accurate work order information and components before starting.
- Have all sub-assemblies required for sealers completed and labeled in a timely manner.
- Excellent hand–eye coordination.
- Basic math and measuring competencies.
- Production experience.
- Ability to be cross-trained in various job duties.
- Willingness and ability to work with teammates.
- Potential for recognizing non-conformances; subsequently, following policy to correct the non- conformance.
- Aptitude for operating a small Presto lift.

D. KEY JOB RESPONSIBILITIES

- Sew items per work instructions.
- Meet or exceed production requirements.
- Read and interpret work orders and drawings.
- Inspect all work.
- Oil and maintain sewing machines.

- Organize material supplies efficiently to minimize interruptions.
- Completely and accurately fill out daily production sheet.
- Assist other operators when required.
- Calibrate measuring devices.
- Maintain a clean work area.

E. SAFETY & QUALITY RESPONSIBILITIES

- Ensure all safety and non-safety plant rules and regulations are followed.
- Ensure adherence to established quality (applicable ISO) and housekeeping (5'S) standards.

Authority to prevent occurrences of non-conformances in product, process, and/or systems; identify and record any problems; initiate, recommend or provide solutions and control quality.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be considered as the detailed description of all work required in the job.